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ABSTRACT

Prepared by the teachers and administrators of Cypress College, this "Faculty Handbook" contains the general descriptions of staff responsibilities, and describes the policies, procedures, and routines. The chapters of the handbook, which follow a Foreword, Code of Ethics, Calendar, and Administrative Chart, are: 1. Organization; 2. Staff Responsibilities, Campus Committee Structure; 3. Committees; 4. Cocurricular Assignments; 5. Student Personnel; 6. Procedural Information; 7. Business Services; 8. Instructional Materials Center; 9. Policies and Procedures; and 10. Constitution and By-Laws, Academic Association. (DB)

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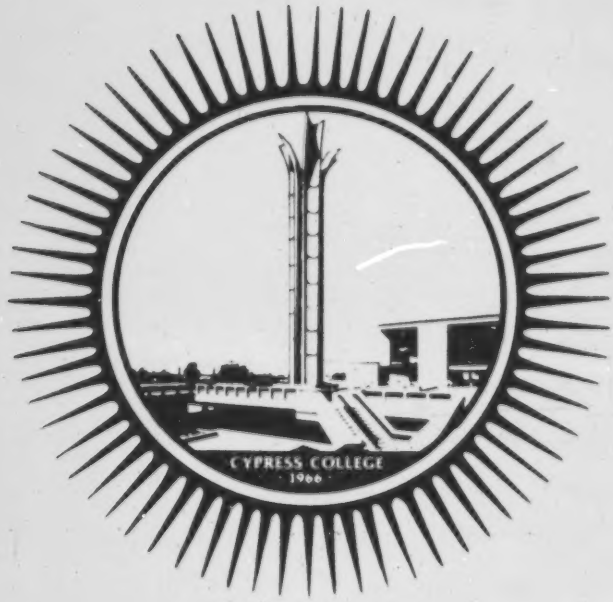
1974-75

Cypress College

FACULTY HANDBOOK



NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

DEDICATION -- Dedicated to the imaginative use of the faculty of Cypress College.

May this serve as a road map and not a barricade!

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FOREWORD — CHANCELLOR

Information in the accompanying Faculty Handbook has been prepared cooperatively by the teachers and administrators of Cypress College. It has been designed to supplement the College Catalog and the Administrative Guide of the North Orange County Community College District.

Some of the rules and regulations included in this Handbook may seem arbitrary or perhaps even unreasonable, but there is no intention that they should be. Usually, they are the result of practical experience and common sense and are designed to make the College operate with greater ease and efficiency. They are guides for operation and not inflexible laws for all time. When they need revision or deletion, do not hesitate to make recommendations to your college administrators.

I would hope that new members of the staff will find this manual logically organized and helpful. Your own contributions to its future development are solicited for the well-being of Cypress College and the students whom we serve.

Charles H. Wilson

Charles H. Wilson
Chancellor

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FOREWORD--PRESIDENT

The Faculty Handbook is designed to be a functional, useful resource for the faculty of Cypress College. It contains the general descriptions of staff responsibilities and describes the policies, procedures and routines that will assist the faculty members in fulfilling the requirements of their assignments.

Cypress College is dedicated to the philosophy of providing education that will fill the many needs of the students. I hope the information provided in the Handbook will assist you in meeting that challenge.

I solicit your suggestions for the refinement of the Handbook.

Omar H. Scheidt

Omar H. Scheidt
President

NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

CODE OF ETHICS FOR INSTRUCTORS

I. Instructors, guided by a deep conviction of the worth and dignity of the individual and commitment to the advancement of knowledge, recognize and accept the special responsibilities which are placed upon them. Their responsibility to their subject matter is to seek the truth and to teach the truth as they see it. To this end, they devote their energies to developing and improving their competence. They accept the obligation to exercise critical self-discipline and judgment in using, extending, and transmitting knowledge. Although they may follow subsidiary interests, those interests must never seriously hamper or compromise their freedom of inquiry.

II. As instructors, they encourage the free pursuit of learning in their students. They hold before them the best scholarly standards of their discipline. They demonstrate respect for the student as an individual and adhere to their proper role as intellectual guides and counselors. They make every reasonable effort to foster honest academic conduct and to assure that their evaluation of students reflects the true merits of the students. They respect the confidential nature of the relationship between instructor and student. They avoid any exploitation of students for their private advantage and acknowledge significant assistance from them. They protect their academic freedom.

III. As colleagues, instructors have obligations that derive from common membership in the community of scholars. They respect and defend the free inquiry of their associates. In the exchange of criticism and ideas, they show due respect for the opinions of others. They acknowledge their academic debts and strive to be objective in their professional judgment of colleagues. They accept their share of faculty responsibilities for the governance of their institution.

IV. As members of their institutions, the instructors seek above all to be effective teachers. Although they observe the stated regulations of the institution, they maintain their right to criticize constructively and seek revision. They determine the amount and character of the work they do outside their institutions with due regard to their paramount responsibilities within it. When considering the interruption or termination of their service, they recognize the effect of their decision upon the program of the institution and give due notice of their intentions.

V. As members of their community, the instructors have the rights and obligations of any citizen. They measure the urgency of these obligations in the light of their responsibilities to their subject, to their students, to their profession, and to their institution. When they speak or act as a private citizen, they avoid creating the impression that they act for their college. As citizens engaged in a profession that depends upon freedom for its health and integrity, the instructors have a particular obligation to promote conditions of free inquiry and to further public understanding of academic freedom.

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NORTH ORANGE COUNTY COMMUNITY COLLEGE DISTRICT

1974-75 COLLEGE CALENDAR

Labor Day Holiday - Monday, September 2, 1974

Admission Day Holiday - - - - - - - - - - - - - - - - - - - Monday, September 9, 1974

Faculty Reports for Duty - - - - - - - - - - - - - - - - Wednesday, September 11, 1974

First Day of Fall Semester - - - - - - - - - - - - - - - Wednesday, September 11, 1974

First Day of Classes - Fall Semester - - - - - - - - - - Monday, September 16, 1974

Veterans Day Holiday - - - - - - - - - - - - - - - - - - - Monday, November 11, 1974

Thanksgiving Recess - - - - - - - - - - - Thursday and Friday, November 28 - 29, 1974

Christmas Recess - - - Monday, December 23, 1974 through Friday, January 3, 1975

Last Day of Fall Semester - - - - - - - - - - - - - - - - Wednesday, January 29, 1975

Between Semester Recess - - - - - - - - - Thursday and Friday, January 30, 31, 1975

First Day of Classes - Spring Semester - - - - - - - - - - Monday, February 3, 1975

Lincoln's Birthday Holiday - - - - - - - - - - - - - - Wednesday, February 12, 1975

Washington Day Holiday - - - - - - - - - - - - - - - - - - Monday, February 17, 1975

Spring Recess - - - - - - - - - - - - - - Monday through Friday, March 24 - 28, 1975

Memorial Day Holiday - - - - - - - - - - - - - - - - - - - Monday, May 26, 1975

Last Day of Spring Semester - - - - - - - - - - - - - - - - - - Friday, June 13, 1975

Last Duty Day for Faculty - - - - - - - - - - - - - - - - - - - Friday, June 13, 1975

First Day of Classes - Summer Session - - - - - - - - - - - - - Monday, June 16, 1975

CALENDAR MONTHS	Days	SCHOOL MONTHS	Days	Legal Holidays
September	14	1. Sept. 11 - Oct. 5, 1974	18	0
October	23	2. Oct. 7 - Nov. 2, 1974	20	0
November	18	3. Nov. 4 - Nov. 30, 1974	17	2
December	15	4. Dec. 2 - Dec. 21, 1974	15	0
January	18	5. Dec. 30 - Jan. 25, 1975	15	1
February	18	6. Jan. 27 - Feb. 22, 1975	16	2
March	16	7. Feb. 24 - Mar. 22, 1975	20	0
April	22	8. Mar. 24 - Apr. 19, 1975	15	0
May	21	9. Apr. 21 - May 17, 1975	20	0
June	10	10. May 19 - June 13, 1975	19	1
	175		175	6

QUARTERS	Days
1. September 11, 1974 - November 9, 1974	43 Including Registration (3)
2. November 11, 1974 - January 29, 1975	45 Including Examinations (7)
3. February 3, 1975 - April 12, 1975	43
4. April 14, 1975 - June 13, 1975	44 Including Examinations (7)

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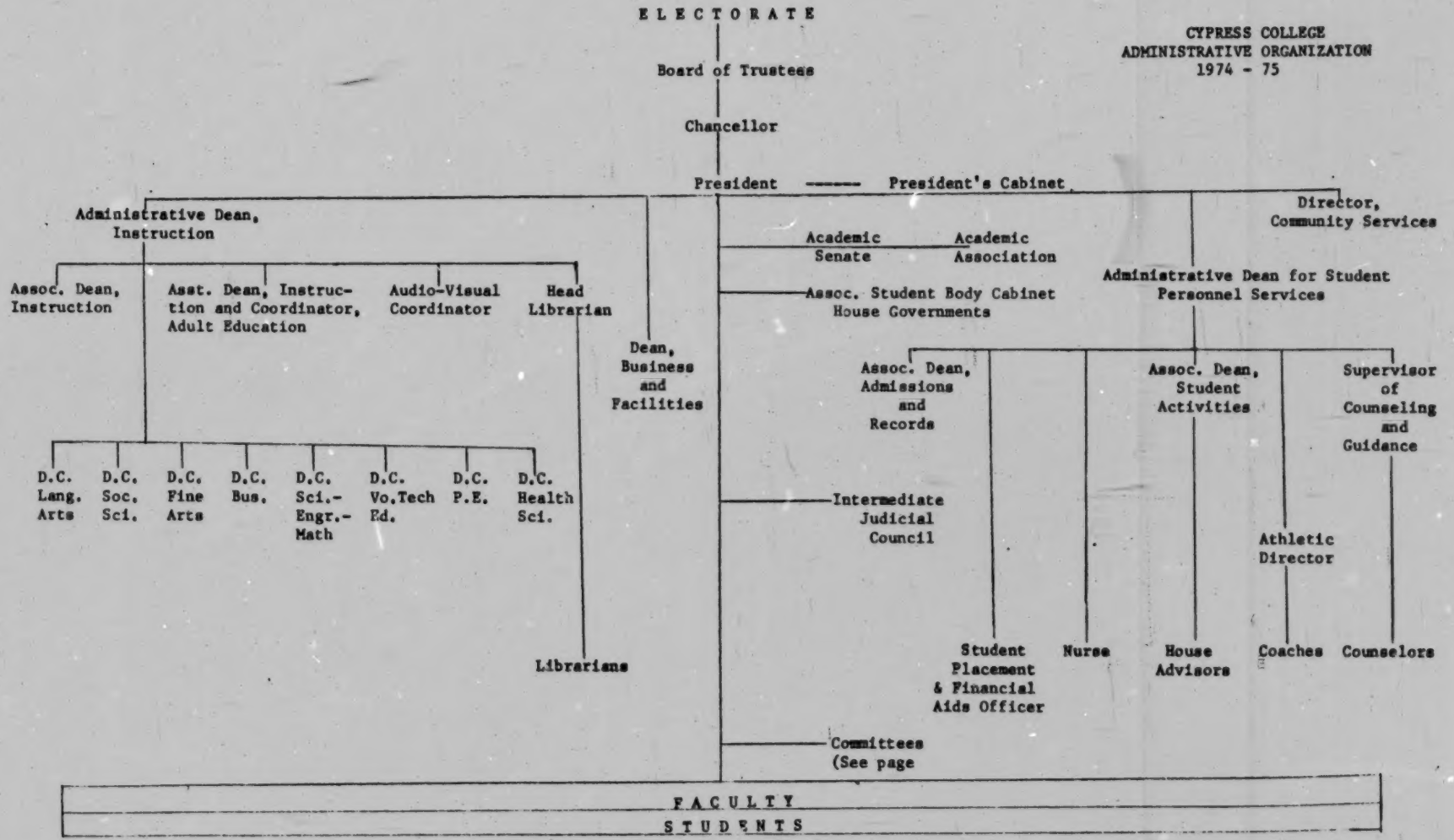
CYPRESS COLLEGE
ADMINISTRATIVE ORGANIZATION
1974 - 75



I. ORGANIZATION

The North Orange County Community College District is a multi-college district which includes Cypress College and Fullerton College. The administrative organization of the total district is included and illustrated in the Administrative Guide produced by the District Office. The organization of Cypress College is included in this Faculty Handbook on the chart on page ix. For the sake of information and coordination, and without establishing barriers to informal communication, it is expected that all college protocol will follow these established lines of communication.

All certificated members of the Cypress College have certain responsibilities which are incurred upon employment, and which are reviewed each year within the context of the necessary needs of the College. All the positions shown on the Organizational Chart, and described in the following pages, have been approved by the Board of Trustees of the District, and the duties and responsibilities assigned have been developed by the College, reflecting the evident needs of the College and the resources and capacities of the personnel involved.

II. STAFF RESPONSIBILITIES

A. DUTIES AND RESPONSIBILITIES OF THE PRESIDENT

1. Administers under the general supervision of the District Chancellor and in accordance with Board of Trustees policies, the educational program and activities of the College and coordinates the total college program.

2. Has overall responsibility for all curricular and cocurricular activities taking place on the College campus and for all students, instructors, and others occupied in or about the buildings and grounds.

3. Insures that all courses of study, textbooks, and workbooks used are those approved by the Board of Trustees.

4. Maintains general supervision over the curriculum and the instructional program of the College and makes recommendations concerning same to the District Chancellor.

5. Is generally responsible for the improvement of instruction through the assumption of the following instructional functions:

   (a) To stimulate and lead the staff, individually and in groups, in:

(1) Locating and defining instructional problems.
(2) Analyzing and studying instructional problems.
(3) Resolving instructional problems.

(b) To secure and organize or cause to be secured and organized, human and material resources for the instructional program and its improvement.

(c) To insure that liaison is established and maintained between the staff and other groups working to improve instruction.

(d) To implement the approved college curriculum program.

(e) To interpret to the instructors and students the curriculum and the instructional program.

6. Is responsible for taking reasonable precautions to safeguard the health and safety of the students and staff.

7. Provides a definite plan of action for civil defense and disaster, including fire, for students and staff, and insures that adequate training is provided to insure effective operation of such plans.

8. Is responsible for the disciplining of all students under his supervision. When violation of college and/or district regulations makes it necessary to suspend students from classes or from the College, the President is authorized and required to do so according to established district policies and procedures.

9. Directs the development of the annual budgetary requirements for the College operations, recommends the budget as compiled with the Dean, Business and Facilities for inclusion in the annual District Budget prepared by the Division of Funds and Business Affairs. Maintains supervision of all expenditures.

10. Keeps such records and makes such reports as the District Chancellor or his representatives may request.

11. Provides for an evaluation of all classified employees twice a year on forms provided for this purpose by the Vice Chancellor of Educational Services.

12. Evaluates cooperatively all certificated personnel assigned to the campus according to the procedures established cooperatively by the P.I.E. Committee and approved by the Board.

13. Provides leadership for the proper use and care of buildings, grounds, and equipment.

14. Recommends policy to the District Chancellor through existing channels for the improvement of any of the educational programs or services of the College.

15. Appoints all standing and special College committees and serves as ex officio member of all such committees.

16. Provides for the review of policies of activities of the Associated Students and other groups and organizations functioning with the College to insure that the activities of such groups are legal and consistent with the philosophy and policy of the College.

17. Provides for supervision and coordination of all student activities including class organizations, clubs, student assemblies, athletic events, and social activities.

18. Provides for the opportunities for professional growth and institutional research.

19. Leads in the long-range planning of the College and makes recommendations to the Chancellor whereby the College may serve most effectively the local communities from which it draws its students and the society into which they will go.

20. Furnishes information to advise and assist the Chancellor and the Board of Trustees in maintaining and improving the College.

21. Exercises general direction of relations between the College and the various high schools from which the College draws its students and between the College and the higher institutions to which its students transfer.

22. Exercises general supervision over the administrative, instructional, clerical and custodial employees of the College, defining or approving their responsibilities, seeing that their functions and efforts are effectively coordinated, participating in their evaluation in accordance with District policies, and making recommendations concerning them to the District Chancellor.

23. Exercises general supervision of all College publications.

24. Supervises and participates in procedures for recruiting, selecting, assigning members of the certificated staff; recommends teacher candidates for employment, provides for the orientation of new teachers; and encourages the professional growth of the faculty. Recommends the employment of all personnel at the College.

25. Sees that all state and federal laws applicable to the College or its students are observed and makes all necessary county, state, and federal reports concerning the College.

26. Defines and interprets to students, faculty, and the public through public addresses, published articles, college office bulletins, correspondence, and personal interviews, the principles, objectives, and philosophy upon which the College is based.

27. Participates in regional, state, and national activities for the development of the community college education.

B. DUTIES AND RESPONSIBILITIES OF THE ADMINISTRATIVE DEAN, INSTRUCTION

Under the direct supervision of the President, the Administrative Dean, Instruction performs the following duties:

1. Assists the President in the administration of the College.

2. Supervises all instructional programs and services offered by the College. Coordinates instructional and curricular responsibilities with the Associate Dean, Instruction and Division Chairmen.

3. Implements policies and procedures concerning selection, approval, and requisitioning of textbooks, supplementary materials, audio-visual and other instructional materials.

4. Maintains a current file of all course outlines.

5. Provides for improvement of the quality of instruction including methods of evaluating the work of students in the classroom.

6. Directs a program of recruitment, orientation, and in-service education of the regular, contract, part-time and substitute instructional staff. Coordinates the screening and selection of certificated personnel. Recommends to the President their employment and assignment.

7. Evaluates the work of the instructional staff, regular, contract, part-time, and substitute, and recommends to the President their employment and assignment.

8. Has responsibility for preparation of class and examination schedules, office hours, and teacher load for room assignments for scheduled classes.

9. Has responsibility for the preparation of the total instructional budget within the framework of the Dean, Business and Facilities' responsibility for total budget development.

10. Supervises the instructional budget.

11. Through the Head Librarian, provides for supervision of the library, including acquisition and use of books, periodicals, and encourages effective and thorough use of the library by the students.

12. Through the Audio-Visual Coordinator, supervises the Audio-Visual services of the College.

13. Prepares and distributes the College Catalog, Faculty Handbook, Schedule of Classes, textbook lists, and special bulletins describing educational opportunities at the College.

14. Provides for leadership in organizing and meeting with advisory committees for curriculum development in cooperation with the Vice Chancellor for Educational Services, the Director of Vocational Education, and other appropriate personnel.

15. Initiates research concerning the educational needs of students and the community and uses findings in projecting personnel needs, scheduling classes, and developing and revising curriculum.

16. Evaluates the work of the classified staff assigned to the area of instruction and recommends to the President their employment.

17. Compiles and submits to the President any reports requested in the area of instruction or any related responsibility.

18. Submits an annual report to the President.

19. Has overall responsibility for the administration and supervision of the Extended Day program and for the employment, credentialing and instruction of the Extended Day faculty members.

20. Assists the President in college programs of public relations.

21. Prepares reports on items of concern to the institution in the area of instruction, such as teacher load, class size, and other administrative research.

22. Serves as chairman of the Curriculum Committee and Instructional Services Committee and provides general leadership for the entire instructional program, for the standards of the College, and for in-service training designed to maintain a high quality level of instruction.

23. Maintains a Calendar of College events of significance to faculty members.

24. Maintains liaison in curricular matters with other schools, the District Office and regional, state, and national curriculum organizations.

25. Performs such other administrative duties as may be assigned by the President.

C. DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE DEAN, INSTRUCTION

1. Assists the Administrative Dean, Instruction as assigned.

2. Recommends to the Administrative Dean, Instruction any policies, procedures, and financial or instructional suggestions for the maintenance and improvement of the College program.

3. Assists the Administrative Dean, Instruction with class scheduling, staff assignments, and the development of the College Catalog.

4. Assists the Administrative Dean, Instruction in the coordination of the instructional budget with the Dean, Business and Facilities.

5. Assists in preparing federal fund applications for the College.

6. Assists in the interviewing and selection of new instructor candidates.

7. Assists the Administrative Dean, Instruction in the development and operation of research related to the curriculum and instruction of the College.

8. Assists with the development of the division handbooks and other material for the respective departments.

9. Assists in the coordination of lay advisory committees for curriculum development.

10. Assists in the evaluation of all full-time and part-time instructors.

11. Supervises the personnel and the work performed in the Production Center.

12. Responsible for duplication and distribution of the CHARGE.

D. DUTIES AND RESPONSIBILITIES OF ASSISTANT DEAN, INSTRUCTION AND COORDINATOR, ADULT EDUCATION

Under the direct supervision of the Administrative Dean, Instruction, the Assistant Dean, Instruction and Coordinator, Adult Education performs the following duties:

1. Supervises the entire program of Extended Day classes offered by Cypress College.

2. Assists in the compilation of the schedule of classes for Extended Day, working cooperatively with the Division Chairmen and Administrative Dean, Instruction. Takes responsibility for staff, room and time assignments.

3. Assists in the interviewing and recommending of candidates for teaching Extended Day classes. Plans, organizes, and implements the orientation program for Extended Day instructors including loyalty oaths, X-rays, notice of employment forms, W-2 forms, notice of employment to the District and County, payroll forms

time-cards, contracts, credentials and other personnel records as needed. Secures substitutes as necessary.

4. Develops and supervises termination and check-out procedures.

5. Assists the Division Chairmen in ordering textbooks and supplementary texts.

6. Is responsible for the ordering and procurement of supplies and equipment for Extended Day classes where these differ or are in addition to regular day needs, and assembles budgetary information for Extended Day classes.

7. Assists the Administrative Dean, Instruction in all matters related to instructional services such as securing guest speakers, arranging field trips and transportation, and providing production services for Extended Day.

8. Assists the Administrative Dean, Instruction in the evaluation of Extended Day instructors.

9. Supervises night switchboard operator and all evening classified personnel.

10. Assists in scheduling physical facilities during evening hours and works cooperatively with Division of Physical Plant and Facilities in supervising evening maintenance help.

11. Works closely and cooperatively with Fullerton College and the Adult Education Division of the North Orange County Community College District in maintaining a comprehensive and balanced program of credit and non-credit classes within the District.

Under the general direction of the District Director of Adult Education, the Assistant Dean, Instruction and Coordinator, Adult Education performs the following duties:

1. Is responsible to the Director of Adult Education for the general supervision of campus programs.

2. Is responsible for the registration of all students.

3. Is responsible for the attendance accounting.

4. Is responsible for the counseling and guidance of all students who are in need of counseling.

5. Is responsible for the keeping of adequate student records.

6. Is responsible for the keeping of adequate financial records.

7. Recommends courses for the Adult Education program.

8. Aids in the development of curriculum and course outlines.

9. Supervises instruction.

10. Aids in the evaluation of instruction.

11. Is responsible for the supervision of certificated and classified personnel assigned to the campus.

12. Is responsible for the preparation of accident reports.

13. Develops and certifies payroll information relative to teachers and all classified employees on forms provided and at times designated by the Board of Trustees.

14. Is responsible for such other duties as may be assigned by the Director of Adult Education.

E. DUTIES AND RESPONSIBILITIES OF THE AUDIO-VISUAL COORDINATOR

Under the direct supervision of the Administrative Dean, Instruction, the Audio-Visual Coordinator performs the following functions:

1. Assists the Administrative Dean, Instruction in the Audio-Visual area as assigned.

2. Assists the instructional staff with the selection of both hardware and software appropriate to the objectives of the staff member's instructional program.

3. Supervises the operation of the Audio-Visual Center and recommends and implements those policies necessary for the smooth operation of that facility.

4. Supervises and evaluates the work of the classified staff assigned to the Audio-Visual Center.

5. Maintains accurate budget records of all expenses related to the operation of the Audio-Visual Center and prepares an annual budget request for the operation of this office.

6. Assists in the coordination of the Audio-Visual services with the other instructional services of the College.

7. Maintains current files of outside sources of instructionally related software available for rental or purchase and makes the faculty aware of such sources.

F. DUTIES AND RESPONSIBILITIES OF DIVISION CHAIRMEN

Under the direct supervision of the Administrative Dean, Instruction, the Division Chairman performs the following duties:

1. Provides general leadership to the division and aids in the development of a division philosophy.

2. Conducts meetings of the division to review all areas of division concern. Maintains and distributes minutes of all meetings.

3. Prepares the annual recommended budget for the division, orders supplies and equipment, and maintains all necessary records and controls to assure that the division operates within the established budget limits. Maintains an inventory for all supplies and equipment used within the division.

4. Assumes the leadership role in the development and operation of the curriculum and instruction of the division. Coordinates division efforts related to the development of new courses and programs, the review of standing courses, the removal of courses no longer appropriate to the curriculum, and the maintenance of current course outlines that accurately reflect the instructional program of the division. Works for the improvement of the instructional program within the division.

5. In accordance with the instructional materials policy of the College, prepares a list of textbooks to be used within the division and submits this recommendation to the Administrative Dean, Instruction. Submits requests for supplementary materials, audio-visual aids, and other instructional resources.

6. Prepares recommendations for all aspects of the College Catalog and other college publications related to the division. Working with the individual division members, makes certain that all recommendations thus made are accurate representations of the program actually in operation within the division.

7. Prepares recommendations for class schedules, instructor assignments, room assignments, and class sections to be offered in day, Extended Day, and summer session.

8. With Administrative Dean, Instruction evaluates contract and part-time instructors, and the overall effectiveness of the instructional program of the division.

9. Assists in the initiating, delegating, and/or performing of institutional research related to all aspects of the division.

10. Assists the President of the College and the Administrative Dean, Instruction in the interviewing of prospective instructor candidates.

11. Supervises assignment and work performance of classified personnel and student hourly assistants assigned to the division.

12. Is responsible for reporting instructor absences to the Office of Instruction and determining whether to cancel classes or obtain substitute, and then proceeds to either obtain a substitute or see that students are notified of cancellation.

13. Assists in other responsibilities as assigned by the President of the College or the Administrative Dean, Instruction.

G. DUTIES AND RESPONSIBILITIES OF THE HEAD LIBRARIAN

Under the supervision of the Administrative Dean, Instruction, the Head Librarian performs the following duties:

1. Supervises all aspects of the library and library services.

2. Recommends the appointment, promotion, and dismissal of certificated and classified personnel and student assistants who are members of the library staff.

3. Provides in-service training, supervision, evaluation, scheduling and coordination of the library staff and faculty.

4. Recommends policies and regulations governing the use of library materials by students, faculty, and other users of the library.

5. Is responsible for making studies leading to the improvement of library services, resources, and facilities.

6. Supervises the selection, cataloging, processing, binding, storing, safeguarding, and circulation of all library materials (including books, pamphlets, periodicals, films, filmstrips, microfilms, micro-cards, recordings, and other printed materials owned by the College).

7. Assists in the preparation of the annual budgets for the library and audio-visual materials and equipment.

8. Prepares and submits purchase requisitions, warehouse orders, and bookstore orders for all library materials and purchases through the Business Office of the College.

9. Gives both formal and informal instructions in the use of the library. This includes library orientation for both students and faculty.

10. Prepares book lists, exhibits, bibliographies, and other aids to enable students and members of the faculty to make more effective use of library materials.

H. DUTIES AND RESPONSIBILITIES OF THE INSTRUCTOR

The instructor's major responsibility is the education of the students at Cypress College. This one statement tests the ingenuity, creativeness, and resourcefulness of every instructor. The duties and responsibilities of instructors are defined in more detail in the Administrative Guide (available in the library and in all administrative offices of the College, including Division Chairmen); however, in general they include the following:

1. Fulfills, under the supervision of the President, Administrative Dean, Instruction; Associate Dean, Instruction; and Division Chairman, all of the legal requirements of the District and campus for employment, credentialing and performance of duties as stipulated by District and College policies.

2. Accepts the responsibility for the guidance, discipline, and instruction of students in their charge, and for any or all students of the College outside of class hours as assigned by the College President. They are expected to comply with all reasonable requests made by their immeidate administrator.

3. Meets classes at their regularly scheduled time. Students will not be dismissed early from class without permission from Office of Instruction.

4. Instructors should emphasize in all classes the importance of prompt, regular, and continuous class attendance. Students should be counseled when absences threaten standards of accomplishment.

5. In cases of illness, notifies their Division Chairman as soon as possible. Such notification should be no later than 7:30 a.m. on the day of the absence. Necessary assignments and instructions should be given for the day's work, including directions for a substitute if one is desired.

   Instructors absent for reasons of "personal necessity" must obtain permission from the Administrative Dean, Instruction prior (where possible) to the date of the absence.

   When returning to work, instructors shall notify the Division Chairman no later than 3:00 p.m. on the day preceding their return. They are required to file with the Office of Instruction a report of their illness, following an absence from teaching duties, after their return to work. If an instructor fails to give due notice of his intention to return after an illness or absence, and a substitute appears for the day's work as a result of failure to receive such notice, the amount paid the substitute for the day is deducted from the instructor's salary.

6. Cultivates assiduously, in varied ways, his own professional growth. Is responsible for becoming the best instructor that he is capable of becoming. He should contribute, as he is able, toward the advancement in effectiveness and dignity of the teaching profession.

7. Follows the program of instruction prescribed in course outlines. Substantial changes should receive approval.

8. Keeps an inventory of school equipment under their jurisdiction and reports same on inventory forms filed with their division chairman.

9. Checks for mail daily in faculty mailroom.

10. Makes certain that students put work rooms, classrooms, laboratories, and equipment in order and to see that such equipment is clean before dismissing classes.

11. Provides for the development of course outlines and curriculum content in classes assigned to them.

12. Makes suggestions for curriculum development and new courses, observing proper channels of communication.

13. Makes recommendations for textbooks, supplementary materials, equipment, and supplies in assigned courses.

14. Recommends the selection of library books, reference materials, and periodicals for the library.

15. Records accurately attendance and scholastic data on forms provided. Submits and meets deadlines for required reports, such as attendance reports, scholastic checks, and other reports as assigned.

16. Assists in the student activity program as assigned by the President, by accepting assignments as advisors, sponsors, or supervisors of student organizations and events.

17. Maintains regular scheduled office hours as requested by the Division Chairman and Administrative Dean, Instruction.

18. Observes, supports, and enforces the regulations, policies, other official written communications, and programs of the College as published and announced.

19. Attends assigned committee meetings, subject-field meetings, and general faculty meetings.

20. Participates, through organized channels, in suggesting improvements in the policies and procedures of the College.

Instructors shall not:

1. Tutor students for extra pay on college premises nor shall they use college equipment for personal financial gain, nor shall they tutor students for money if they have them in regular class instruction.

2. Send students during school hours on errands not strictly pertaining to the business affairs of the college.

I. CERTIFICATED EMPLOYEE STATUS

Senate Bill 696, effective September 1, 1972, establishes procedures for the employment of, classification of, evaluation of, and imposition of penalties upon certificated employees of community college districts in California. Some of the major legal provisions of S.B. 696 are discussed below.

1. The Board of Trustees shall employ each certificated person, except certain administrators, as one of the following: contract employee, regular employee, or temporary employee. A contract employee is one who is serving in either the first year or second consecutive year of qualifying employment in the district. A regular employee is one who has a continuing employment (tenure) status in the district. A temporary employee is one who does not qualify for classification as a contract or regular employee because of certain part-time and/or limited term characteristics of the employment.

2. A contract employee who is serving under a contract for the first academic year of employment shall be evaluated by standards and procedures adopted by the Board of Trustees, and notified on or before March 15 of the academic year of employment as to whether he/she shall be offered reemployment or be dismissed. The notification shall include the reasons for the Board's decision. If the decision of the Board of Trustees is to dismiss the first year contract employee, the employee does not have the right to a hearing under the Office of Administrative Procedure, nor is the Board's decision subject to judicial review as to the reasons for the decision. However, "in-house" due process or review procedures, such as developed by the faculty senates or those noted in Chapter VIII of the P.I.E. program, are available to the first year contract employee, to the extent that such procedures apply to the basis for recommendations made to the Board. The "in-house" due process procedures are not applicable to the final action of the Board of Trustees.

3. A contract employee who is employed for a second consecutive academic year may be classified by the Board of Trustees as either a (second year) contract employee, or as a regular employee for such year. If the classification is as a (second year) contract employee, hearing rights under the Office of Administrative Procedure are available to the individual, if the Board of Trustees decides not to reemploy the individual for the following year.

Notification of the Board's decision and the reasons therefor must be given to the employee on or before March 15.

4. A (second year) contract employee who is employed for a third consecutive academic year must be classified by the Board of Trustees as a regular employee for such year and all subsequent years of employment. A regular employee has all the employment rights that existed as of September 1, 1972, for employees having permanent (tenure) status.

5. In certain cases, in lieu of dismissal, a suspension penalty may be imposed upon a contract or regular employee by the Board of Trustees.

6. A temporary employee is a certificated employee who is not qualified for classification as a contract or regular employee because of length of employment period(s) in the academic year and/or percent of full-time assignment in such year; and/or other special condition(s) under which the employment became available. The employment rights of a temporary employee relate, mainly, to judicial review of date of termination of employment. Under certain conditions, 75 percent or more of an academic year of service in a temporary employee classification may constitute a year of service in the contract employee classification.

There appear to be certain portions of the new legislation that will need to be clarified by legal interpretations. Additional information will be made available as opinions are received from legal sources.

It is hoped that the following general statements will remove some of the basic uncertainties regarding the new legislation and its effects.

1. The employment classifications of "probationary" and "permanent" have been replaced by the classifications "contract" and "regular." The terms "first year contract employee" and "second year contract employee" are local simplifications of more technical descriptions of the two subdivisions of the "contract employee" classification.

2. The reclassification, on or after September 1, 1972, of an individual to a new employment category has nothing to do with the individual's then current placement on the salary schedule or the individual's progression on the schedule.

3. The employment classification "temporary employee" is still used. A substitute employee is a temporary employee.

4. In cases involving reemployment or dismissal of employees the hearing rights under the Administrative Procedure Act and certain provisions of the Education Code are different for "first year

contract employees," "second year contract employees," and regular employees. Temporary employees do not appear to have any formal hearing rights.

5. Campus due process and P.I.E. evaluation review procedures are available to each individual in each of the employment classifications.

6. After one year of service in the classification of "first year contract employee" an individual, if employed for the following year, may, but, need not, be classified by the Board of Trustees as a "regular employee." After one year of service in the classification of "second year contract employee," an individual, if employed for the following year, must be classified by the Board of Trustees as a regular employee.

J. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE DEAN, STUDENT PERSONNEL SERVICES

Under the direct supervision of the President, the Administrative Dean, Student Personnel Services performs the following duties:

1. Assists the President in the administration of the College.

2. Has the administrative responsibility for all student personnel services of the College including Admissions and Records, the counseling program, student activities and student government, job placement, health services, the athletic program, and the program for special students.

3. Has responsibility for the preparation of the total Student Personnel Services budget within the framework of the Dean, Business and Facilities' responsibility for total budget development.

4. Supervises the functions of the Associate Dean, Admissions and Records.

5. Supervises the functions of the Associate Dean, Student Activities.

6. Supervises the functions of the Supervisor for Counseling and Guidance.

7. Supervises the functions of the Director of the Career Planning Center.

8. Supervises the functions of the Athletic Director.

9. Supervises the functions of graduation.

10. Supervises the functions of the Health Office.

11. Supervises the functions of the Bookstore.

12. Supervises the functions of the Job Placement and Financial Aids Office.

13. Supervises the functions of the advisor for special programs.

14. Supervises academic probation and student dismissal procedures.

15. Supervises and administers the athletic eligibility program.

16. Administers the college disciplinary program.

17. Performs such other administrative duties as may be assigned by the President.

K. DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE DEAN, ADMISSIONS AND RECORDS

Under the direct supervision of the Administrative Dean, Student Personnel Services, the Associate Dean, Admissions and Records, performs the following duties:

1. Is responsible for administering policies on admission.

2. Organizes and supervises the registration procedures for all College classes.

3. Is responsible for determining the residence of students and identifying out-of-district and out-of-state students and seeing that appropriate fees and permits are obtained from the appropriate district offices or individuals.

4. Administers policies for admission of foreign students.

5. Keeps all records of the students including attendance, placement test results, transcripts, and grade reports.

6. Completes local, state, and national reports as assigned.

7. Coordinates data processing with the District Data Processing Center.

8. Supervises functions and personnel of the Admissions and Records Office.

9. Assists the Administrative Dean, Student Personnel Services in any other assigned duties.

L. DUTIES AND RESPONSIBILITIES OF THE ASSOCIATE DEAN, STUDENT ACTIVITIES

Under the direct supervision of the Administrative Dean, Student Personnel Services, the Associate Dean, Student Activities performs the following duties:

1. Serves as advisor to the AS Council; attends AS Council meetings; instructs the leadership class; attends student conferences and supervises delegates as needed.

2. Attends and supervises AS social activities; makes arrangements for faculty chaperones, police, custodial help, ticket takers, sites, bands, etc. for College social events.

3. Provides for general supervision and management of home athletic contests; arranges for ticket takers, faculty supervision, police, public address, custodial assistance, crowd control, concessions, etc.; supervises the Pep Squad; arranges for the management and deposit of all income relating to athletic contests.

4. Acts as advisor to the Commissioner of Pep and the Pep Squad in the promotion of school spirit and enthusiasm for athletic contests, rallies, and student activities.

5. Works with the AS Council and campus clubs in promoting publicity, bulletin announcements, posters, news releases, news photos, etc.; provides for both on-campus and off-campus publicity for AS activities.

6. Serves as advisor to the House Coordinating Council and the AS Vice President in the coordination of all House activities on campus.

7. Works with the advisors of College Hour programs in order to coordinate these activities with other AS activities on campus; coordinates the supervision of the College Hour programs.

8. Keeps the Master College Activities Calendar and coordinates the activities in such a way as to avoid conflicts and provides all organizations with an opportunity to schedule campus events; coordinates the use of school facilities for student activities.

9. Approves AS and CRPA purchase requisitions; assists the AS Council and the Administrative Dean, Student Personnel Services in the preparation of the annual AS and CRPA budget; supervises the sale of Student Activity cards.

10. Supervises the handling of all funds raised and expended by organizations or groups on campus; approves admission prices of all events sponsored by the College.

11. Works with the Supervisor for Counseling and Guidance in setting up and supervising the program of orientation of new students; helps set up an orientation day for new students in the fall; arranges for student hosts; prepares materials regarding student activities to be distributed to new students.

12. Jointly, with Supervisor for Counseling, supervises and evaluates House Clerks.

13. Supervises the functions of the House Advisors.

14. Supervises the functions of the Sports Publicist

15. Jointly with the Assistant Dean of Instruction supervises the functions of the Student Affairs and Evening Assistant.

16. Coordinates production of the "Back to School" edition of the Hoofbeat.

17. Coordinates information for typing of the CHARGE.

M. DUTIES AND RESPONSIBILITIES OF THE SUPERVISOR FOR COUNSELING AND GUIDANCE

Under the direct supervision of the Administrative Dean, Student Personnel Services, the Supervisor for Counseling and Guidance performs the following duties:

1. Provides leadership and supervision for counseling and guidance services.

2. Assists the Administrative Dean, Student Personnel Services in the preparation and control of the counseling and guidance portion of the Student Personnel Services budget.

3. Evaluates counselors and the overall effectiveness of counseling and guidance services.

4. Assists the Administrative Dean, Student Personnel Services in the interviewing and selection of prospective candidates for counseling positions.

5. Represents the counselors on the Instructional Services Committee and other administrative committees.

6. Conducts the regular meetings of the counselors.

7. Coordinates instruction in the Guidance 40 classes.

8. Arranges in-service training opportunities for counseling personnel.

9. Has responsibility for development of publications relating to counseling and guidance services, including relevant portions of the catalog.

10. Coordinates the procurement and distribution of catalogs from other colleges.

11. Supervises articulation with feeder high schools and four-year institutions.

12. Supervises the administration of placement tests and other standardized tests of the college.

13. Conducts institutional research relevant to counseling and guidance, including followup studies of graduates and "leavers."

14. Supervises Office of Veterans Affairs.

15. Works with the Associate Dean, Admissions and Records in the coordination of the counselor function in registration procedures.

16. Administers counseling appointments for registration.

17. Works with the Associate Dean, Student Activities in setting up and supervising the program of orientation of new students.

18. Jointly, with the Associate Dean, Student Activities, supervises and evaluates House Clerks.

19. Assists the Administrative Dean, Personnel Services in the supervision of academic probation and student dismissal procedures.

20. Administers the campus scholarship program.

21. Assists the Administrative Dean, Student Personnel Services as needed and assigned.

22. Is responsible for reporting, to the Administrative Dean of Student Personnel Services, counselor absences and provides coverage for absent counselors' duties.

N. DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF CAREER PLANNING CENTER

Under the direct supervision of the Administrative Dean, Student Personnel Services, the Director of Career Planning Center performs the following duties:

1. Plans, organizes, and directs programs and services geared to promote opportunities for disadvantaged students, including counseling, public relations, and referral services.

2. Performs part of the time as a vocational counselor.

3. Works cooperatively with the Vocational Education Division, Curriculum Committee, Job Placement, Financial Aids Office, Student Educational Development Center, Reading Skills Lab, Business Skills Lab, etc.

4. Prepares budget request under regular College channels and directs expenditures within the limitation of the approved budget.

5. Conducts research and evaluation of the project.

6. Maintains a high quality vocational library.

7. Writes reports and correspondence as indicated.

8. Works closely with the Counseling Division and coordinates their role and function in the Career Planning Center.

9. Performs other related work as required for the efficiency of the Career Planning Center.

O. DUTIES AND RESPONSIBILITIES OF THE HOUSE ADVISOR

Under the supervision of the Associate Dean, Student Activities, the House Advisor performs the following duties:

1. Gives general leadership to the House to which he is assigned as House Advisor.

2. Assists in promoting House spirit and identification.

3. Supervises the student government organization of the Houses.

4. Coordinates intramural activities within the Houses.

5. Coordinates and supervises social activities of the House.

6. Coordinates and gives general supervision to the development of clubs and organizations in the House.

7. Supervises the promotion of publicity and public relations for the House.

8. Serves as general advisor to the students in the House, acting in the capacity of ombudsman.

9. Meets with the other House Advisors and Associate Dean, Student Activities as needed to coordinate House operations and policies.

10. Assists Associate Dean, Student Activities and the Supervisor for Counseling and Guidance in supervision and evaluation of the House Clerks.

11. Approves use of House physical facilities when not otherwise scheduled for instructional purposes.

It should be noted that the duties and responsibilities mentioned above include the role of coordination and supervision, but it should be understood that this means with the help and assistance of other faculty members and counselors. Specific clubs and organizations will continue to rely on faculty assistance as far as co-curricular assignments are concerned. The House Advisor should have academic background in the discipline of the House and work cooperatively in this regard with the Office of Instruction. For this assignment certificated House Advisors will receive one-fifth release time, for which they will be expected to devote an average of eight hours per week to House matters.

P. DUTIES AND RESPONSIBILITIES OF ADVISORS TO STUDENT ORGANIZATIONS

Advisors to student organizations shall be recommended by the Administrative Dean, Student Personnel Services and appointed by the President of the College. In the spring semester, faculty members will be given an opportunity to indicate the cocurricular activities (including the advising of student organizations) with which they wish to be involved. From this list, the Dean will make the recommendations to the College President for appointment. It shall be the responsibility of the advisor of a student organization to:

1. Become familiar with and enforce the regulations and procedures governing student organizations as they appear in the Administrative Guide Policies Relating to Students, the Student Handbook, the ASB Constitution, and the ASB Financial Code.

2. Acquaint student organization officers and members with the aforementioned policies and procedures as they apply.

3. Present to the Administrative Dean, Student Personnel Services the organization's program of activities and budget for the year.

4. Present a review of the organization's activities as requested by the Administrative Dean, Student Personnel Services.

5. Supervise all official meetings and activities of the organization.

Q. DUTIES AND RESPONSIBILITIES OF THE ATHLETIC DIRECTOR

Under the direct supervision of the Administrative Dean, Student Personnel Services, the Athletic Director performs the following duties:

1. Coordinates and approves the scheduling of athletic events.

2. Coordinates the use of athletic facilities.

3. Coordinates the employment of officials for games.

4. Calls and presides over meetings of coaches, as needed, and at least bimonthly.

5. Coordinates the athletic awards banquets.

6. Coordinates and supervises the athletic budget.

7. Supervises the athletic trainer in his responsibilities.

8. Supervises the athletics equipment man in his responsibilities.

9. Supervises and evaluates the coaching staff.

10. Assists in screening and recommendation of coaching candidates.

11. Represents the athletic department at conference meetings.

12. Is responsible for seeing that the policies of the District Athletic Council, the State Athletic Code, and the Athletic Policy Manual are completely implemented in the total athletic program at the College.

13. Takes leadership in development, implementation and evaluation of a written philosophy for athletics at Cypress College.

14. Performs other related duties as assigned by the Administrative Dean, Student Personnel Services.

R. DUTIES AND RESPONSIBILITIES OF THE STUDENT PLACEMENT AND FINANCIAL AIDS OFFICER

Under the direct supervision of the Administrative Dean, Student Personnel Services:

1. Manages the College Work Study program.

   a) Makes needs analysis of financial aid applicants.

   b) Places all College Work Study Students in jobs, on or off campus.

   c) Processes all work/study time cards and Temporary Employment Recommendations and keeps accurate records for auditing and reporting purposes.

   d) Disburses work/study checks.

   e) Keeps divisions informed on a monthly report basis of CWS money balances.

   f) Handles grievances from students and/or employers.

   g) Follows up on work/study students placed to insure that federal guidelines are being followed.

   h) Arranges contracts with off-campus agencies for employment of work study students.

i) Reports to the Vice-Chancellor, Business, all off-campus billing, by agency and student, at the end of each billing period, and submits a copy of report to the Dean, Business and Facilities.

j) Locates off-campus agencies who wish to participate in the off-campus work study program.

k) Keeps in touch with off-campus agencies regarding their needs or problems.

l) Sees that CWS funds are used to match Educational Opportunity Grants, where necessary.

2. Manages the Educational Opportunity Grant Program.

a) Completes needs analysis and budget on each student applying.

b) Sees that government guidelines are followed and that each student receiving a grant matches it by CWS funds or other funds, as established in guidelines.

c) Sees that no student overmeets his need as established by his budget. Keeps accurate records in this regard and advises each student and department head of the student's maximum need.

d) Follows up each student to assure that government guidelines are followed.

e) Documents all unusual circumstances in student's file for auditing purposes.

f) Requests all student EOG checks from the District Office and disburses to students on a monthly basis, after determining that a student is placed in a job where he can earn sufficient money to match the grant.

g) Keeps accurate records in accounting of the EOG and CWS so that money is not overspent.

3. With the cooperation of the Advisor for Special Programs, administers EOP financial awards.

a) Prepares needs analysis and budget for all students seeking financial aid under the Extended Opportunity Program.

b) Makes all awards under the guidelines of the Extended Opportunity Program.

c) Keeps books for the Educational Opportunity Program.

4. Prepares all Federally Insured Loan Applications and disburses checks when they arrive. Also assists students in securing a lending bank.

5. Prepares all federal reports on CWS, EOG, NDSL and Nursing Scholarship.

6. Prepares application to the Federal Government (HEW) for all funds under the College Work Study Program and the Educational Opportunity Grant Program.

7. Keeps abreast of all changes in the federal programs and does this by reading and attending meetings on financial aid.

8. Arranges with college and university Financial Aid Offices to assist our transfer students with their financial problems, when necessary.

9. Manages the emergency book loan program (approval and collection) and other loan programs.

10. Coordinates job placement services.

11. Contacts local business and industry relative to full-time and part-time openings and keeps an up-to-date record of such openings.

12. Coordinates the full-time placement of graduates and exercises appropriate follow-up research.

13. Manages the National Direct Student Loan Program.

    Handled in same manner as Items 1 and 2 as far as eligibility and record keeping is concerned.

14. Manages the Nursing Scholarship.

    Handled in same manner as Items 1 and 2 as far as eligibility and record keeping is concerned.

15. Applies for all CWS, EOG, NDSL, AND Nursing Loan funds.

S. DUTIES AND RESPONSIBILITIES OF THE COUNSELORS

1. Orientation and Instruction

   a) Serve as liaison for specified high schools (3 per counselor)

   b) Conduct orientation sessions for new student registration, including administration of reading test.

   c) Teach guidance-related classes, such as Introduction to College, Career Planning, Personal Awareness, and Decision Making.

d) Act as consultants for all college and House orientations as needed.

2. Information

a) Maintain current information on educational programs for assigned areas.

b) Maintain current information on careers in the Career Planning Center.

c) Attend meetings of assigned division and of advisory committees associated with that division.

3. Counseling

a) Educational: Assist students in the selection of programs or classes appropriate to his/her existing life goals by helping to relate previous school records, test scores, abilities, achievements, and life experiences to expressed feelings and ambitions.

b) Career: Provide assistance in developing a basis for career decision-making by helping students to consider self-concept, background, personel career needs, level of functioning, and career exploration.

c) Personal-Social: Assist students to actualize their potential by helping them in such activities as self-understanding, assessment of problems, clarification of alternatives, and referral for specialized help.

4. Clerical Duties

a) Approve proposed class programs during pre-registration and registration.

b) Write letters of recommendation.

5. Co-curricular Activities

a) Serve on various committees as assigned by administration or Faculty Senate.

b) Act as advisors to various campus clubs and activities.

T. DUTIES AND RESPONSIBILITIES OF THE ADVISOR FOR SPECIAL PROGRAMS

Under the direct supervision of the Administrative Dean, Student Personnel Services:

1. Supervises all operations of the Student Educational Development Center.

   a) Publicity and recruiting.

   b) Peer counseling.

   c) The tutorial program.

   d) The follow-up program.

2. Recommends to the Financial Aids Office those students who might quality for financial aid.

3. Serves as ombudsman for special students, including the disadvantaged and the handicapped.

4. Provides specialized, vocational counseling for these special students.

5. With the cooperation of the Student Placement Office, assists in seeking part-time employment for students.

6. Serves as the campus contact for liaison with the community relative to programs for the disadvantaged.

7. Works with prospective employers in the community to help ensure employment of graduates of the Special Students Program.

8. Recommends curricular and program changes designed to assist special students.

9. Seeks out needed sources of federal or other funding that will be an aid for special students and makes appropriate applications.

U. DUTIES AND RESPONSIBILITIES OF THE TEACHER-COUNSELOR FOR ORTHOPEDICALLY HANDICAPPED STUDENTS

Under the direct supervision of the Administrative Dean, Student Personnel Services:

1. Supervises activities of the Roosevelt Center which include:

   a) Attendant care.

   b) Volunteer help.

2. Assists with registration and schedule changes.

3. Forms liaison between student and counselor, and student and instructors.

4. Assists with counseling of students in choosing their course of study:

   a) Assists and advises students with career goals.

   b) Reviews plans and programs with students.

   c) Advises students regarding sequence of courses.

   d) Advises students regarding class load and employment, and class load and physical capabilities.

   e) Advises students regarding scheduling and transportation, and scheduling and physical capabilities.

   f) Reviews requested changes of programs.

5. Arranges individual accommodations so student can meet responsibilities and demands of classes in which he has enrolled.

   a) Devises and implements individualized test-taking procedures.

   b) Assists in procuring research material from the library.

   c) Implements rearrangement of classroom furniture to accommodate the handicapped student.

   d) Arranges typing, note-taking, feeding, on-campus transportation, and tutoring assistance.

6. Assists and advises students with housing, financial aid, state and veterans' rehabilitation agencies.

7. Initiates architectural barrier removal.

8. Makes budget recommendations for handicapped program.

9. Instructs Guidance 40 class for handicapped.

10. Serves as advisor to handicapped student organization.

V. DUTIES AND RESPONSIBILITIES OF THE COLLEGE NURSE

The College Nurse is charged with such matters of health and safety as affect the educational operation of the College, the liability of the District, and the physical welfare of those who may be exposed to health or safety hazards beyond their control while in attendance at College. In carrying out her duties, she is responsible to the Administrative Dean, Student Personnel Services.

1. Renders and reports on first aid in accordance with District policies.

2. Sees that an adequate distribution of first aid cabinets is maintained. Inspects these regularly, and sees that they are properly stocked.

3. Supervises a program of student health appraisal.

4. Refers students to their family doctors or the College physician for treatment of disorders.

5. Maintains health records for each student.

6. Certifies students for special physical education or for exemption from physical education because of physical disability or age.

7. Promotes the health and safety of students and faculty by making preventive recommendations through the Administrative Dean, Student Personnel Services for improved safety and sanitation of campus facilities and takes proper precautions to prevent the occurrence or spread of contagious and infectious diseases.

8. Makes recommendations through the Administrative Dean, Student Personnel Services regarding special health programs for group control of such diseases as polio, influenza and tuberculosis.

9. Meets periodically with the counseling staff of the College, informing counselors of such health or disability problems of particular students as may be necessary for the success of these students in College and receives from the counselors such information as may be necessary for the welfare of particular students and the student body as a whole.

10. Interprets the College health program to students and their families as necessary.

11. Acts as liaison between students and carrier of student accident insurance, including athletics, and keeps records of claims.

12. Sets up physical examination program for athletes.

13. Processes claims and keeps necessary records for the $50 deductible aspects of the football insurance program.

14. Makes out accident report forms in connection with the liability aspects of District insurance.

15. Makes student appointments for services of College trainer.

16. Assists in the development of an annual budget for College Health Services and supervises its expenditures during the year.

17. Administers the collection of the Health Fees.

18. Maintains supervision over the Health Center and its personnel.

W. DUTIES AND RESPONSIBILITIES OF THE DEAN, BUSINESS AND FACILITIES

Under the direct supervision of the President, the Dean, Business and Facilities performs the following duties:

1. Assists the President in the preparation of the budget and in budget control for the College. Coordinates budget development from divisions and all other areas of the College.

2. Processes all purchase, warehouse, and bookstore orders and requests for transportation and mileage for travel claims.

3. Provides general supervision to the submission of a certified payroll for the certificated, classified and hourly employees.

4. Submits to the Office of the Division of Funds and Business Affairs, a written report of all accidents which are incurred by students or employees during the school day.

5. Supervises the operation of campus food service.

6. Assists in the supervision of the operation of the campus bookstore.

7. Assists in the preparation of the bookstore budget.

8. Maintains inventory control of all furniture and fixtures assigned to the College campus.

9. Supervises the operation of the campus delivery system, including the receipt of campus deliveries from the warehouse.

10. Supervises the maintenance and operation of vehicles assigned to the College campus.

11. Coordinates campus civil defense in accordance with the established District plan.

12. Supervises issuance of campus keys and the maintenance of systematic key records.

13. Supervises campus security matters and enforces security regulations.

14. Supervises staff and student parking on campus. Reports to the Administrative Dean, Student Personnel Services any disciplinary cases that may arise in connection with campus parking matters.

15. Exercises general supervision of campus maintenance mechanic, groundsmen, and custodians, in cooperation with District personnel. The Plant Office is to have immediate supervision of custodians through leadmen, custodial foremen, and the operations supervisor,

with responsibility for recommending on hiring, reassignment, or termination; for inspection of custodial work; training and direction of custodians in proper work methods; selection and procurement of adequate supplies and equipment; achieving efficient and effective upkeep of buildings and grounds. In an emergency situation, the Dean, Business and Facilities may reassign, temporarily, any custodian or groundsman.

16. Provides liaison on facility planning and new construction between the campus; the Assistant Chancellor, Division of Physical Plant and Facilities; and the offices of the architects involved in the building phase under construction.

17. Supervises community use of college facilities and the use of community facilities by the College.

18. Performs other duties as assigned by the President of the College.

X. DUTIES AND RESPONSIBILITIES OF THE PUBLIC INFORMATION OFFICER

Under the direct supervision of the Administrative Assistant for Publications and Public Information, the Public Information Officer performs the following duties:

1. Obtains and prepares College publicity materials for press, radio and T.V. Examples are as follows:

   a) Publicizes student activities

   b) Publicizes achievements of faculty, students and alumni.

   c) Publicizes current College activities, programs and future plans.

   d) Produces human interest stories on faculty, students and alumni.

2. Obtains photographs as required for news releases, sports publicity, publications, displays, slide presentations, building records, etc.

3. Produces College information fact sheets and publications for publicity purposes, such as brochures, and booklets, directories, faculty and community news letters, athletic press books, athletic schedules, announcement mailers, calendars, etc.

4. Plans and conducts necessary press conferences as needed by the President.

5. Keeps current information on College events sign announcing College activities of general interest and open to the community-at-large.

Y. DUTIES AND RESPONSIBILITIES OF THE DIRECTOR OF COMMUNITY SERVICES

Under the direct supervision of the President, the Director of Community Services performs the following duties:

1. Coordinates and directs the public relations activities of the College.

2. Develops personal contacts with community leaders; represents the College at appropriate public information functions as assigned by the President.

3. Serves as liaison between College and community groups and organizations.

4. Assists in the sponsorship and organization of community events and cultural activities, e.g., community art shows, theater arts productions, musical programs, etc.

5. Promotes special campus programs for the community such as the Artist Lecture Series, Faculty Speakers Bureau, Faculty Lecture Series, Foreign Film Series, etc.

6. Coordinates the community use of College facilities and the use of community facilities by the College.

7. Serves as chairman of the Community Services Advisory Committee.

8. Serves as Executive Secretary of the Artist Lecture Series Committee.

9. Coordinates Summer and Extended Day cultural, educational, and recreational programs as assigned, with special emphasis on their adaptation to and promotion in the community.

10. Coordinates college information fact sheets and publications for publicity purposes, such as brochures, directories, faculty and community newsletters. Coordinates information for annual reports, calendars, directories, etc.

11. Maintains a resource file on college information for publicity purposes, e.g., biographies of staff members, pictures, clippings file, mailing lists, resource publications, etc.

12. Provides a clearinghouse for general information about the College, e.g., its history, current activities, future plans, etc. Publicizes achievements of faculty, students, and alumni. Produces human interest stories on faculty, students, and alumni.

13. Assists all College Divisions in coordination and preparation of editorial, photographic, and graphic communications for community use or publicity purposes.

14. Supervises College athletic news bureau.

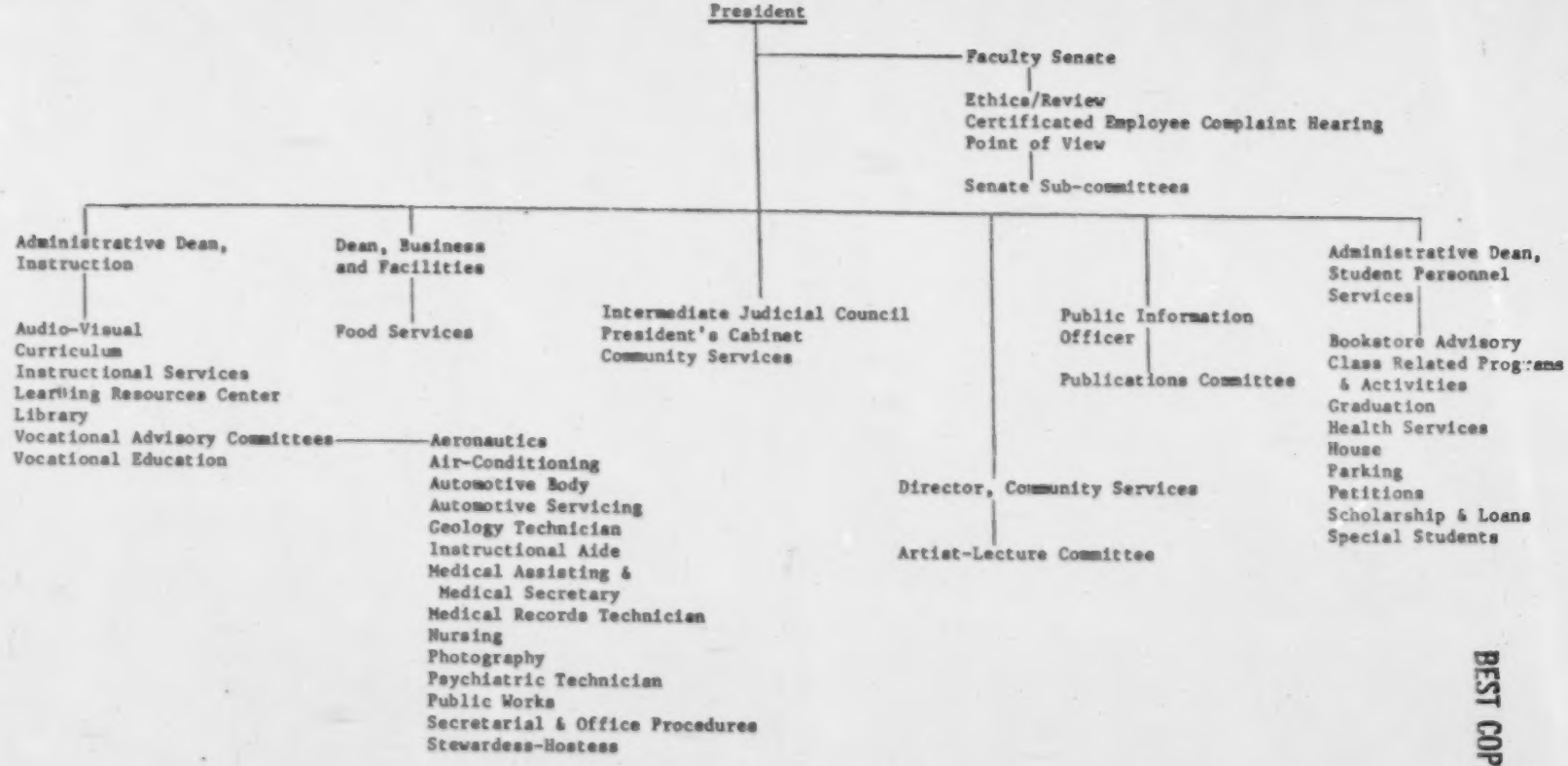
15. Works closely and cooperatively with the District Administrative Assistant for Publications and Public Information in all areas mentioned.

16. Prepares the Community Services budget.

17. Performs other duties as assigned by the President.

CYPRESS COLLEGE

CAMPUS COMMITTEE STRUCTURE
1974-75



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III. COMMITTEES

In the development of the committee structure at Cypress College, consideration has been given to the many aspects of the business, student personnel, and instructional concerns. The organization of the College committees attempts to take into consideration the interests and abilities of the individual faculty members as a part of the decision-making and policy-formulating body of the College. It should be noted that a significant number of the committees have elective chairmanships and that Cypress College students are represented on most of the committees.

The following are the College committees planned and organized for the forthcoming year--should there be an indicated need for the formation of additional committees to perform a specific function, this can be achieved by means of a suggestion to the President of the College. The Committee Handbook, distributed early in the fall semester, will include more specific information on meeting times, membership, chairmen of committees, etc.

Committee	Meeting Time
1. Artist-Lecture Series Committee Chairman: Mrs. Donna Friess	on call
2. Audio-Visual Committee Chairman: Mr. Donald Blanchard Audio-Visual Coordinator	on call
3. Bookstore Advisory Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
4. Certificated Employee Complaint Hearing Committee Members to be selected as needed.	on call
5. Class Related Programs and Activities Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
6. Committee of the Whole--General Faculty Meeting Chairman: Dr. Omar H. Scheidt President	on call
7. Curriculum Committee Chairman: Mr. Lyndon E. Taylor Administrative Dean, Instruction	bi-monthly
8. Ethics/Review Committee Members to be selected as needed	on call

	Committee	Meeting Time
9.	Food Services Committee Chairman: Mr. Elma Clamp Dean, Business & Facilities	bi-monthly
10.	Graduation Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
11.	Health Services Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
12.	House Committee Chairman: Mr. Thomas Cooper Associate Dean, Student Activities	on call
13.	Instructional Services Committee Chairman: Mr. Lyndon E. Taylor Administrative Dean, Instruction	bi-monthly
14.	Intermediate Judicial Council Chairman: Dr. Omar H. Scheidt President	on call
15.	Library Committee Chairman: Mr. Chester Dalton Head Librarian	on call
16.	Parking Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
17.	Petitions Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
18.	Point of View Committee	on call
19.	President's Cabinet Chairman: Dr. Omar H. Scheidt President	bi-monthly
20.	Publications Committee Chairman: Mr. Rusty Davies Administrative Assistant, Publications and Public Information	on call

Committee	Meeting Time
21. Scholarship and Loans Committee Chairman: Dr. Donald J. Bedard Administrative Dean, Student Personnel Services	on call
22. Special Students Committee Chairman: Mr. Raymond Solano Advisor for Special Programs	on call
23. Vocational Education Committee Chairman: To be elected	on call
24. Ad hoc Committee Committee formed as needed	

IV. COCURRICULAR ASSIGNMENTS

Each regular full-time faculty member is expected to assume responsibility for at least one extra class assignment. Any staff member may volunteer to do more, of course, and some faculty members by nature of their teaching assignment will find themselves involved in more than one extra class responsibility.

Extra class assignments are in three categories:

A. Assignments to which a certificated staff member may be elected by the faculty, e.g. the Academic Senate, PIE Committee, Statewide Committees.

B. Assignments to which a certificated staff member may be appointed by the Academic Senate, e.g. the Curriculum Committee, Faculty Forum Editors.

C. Assignments to which a certificated staff member may be appointed by the administration, e.g. a club advisor, division chairman.

A master list of such assignments follows. In the spring each full-time certificated staff member is requested to list three assignment preferences, including any assignments to which he may already have been elected or appointed for the succeeding academic year, e.g. Senator or Division Chairman.

The Academic Senate President, the Dean of Instruction, the Dean of Student Personnel Services and/or the College President shall then jointly make the assignments based on College needs and the expressed preferences of the certificated staff members.

A. Assignments to which a certificated staff member has been elected

Faculty Senate

District Committees

Professional and Instructional Effectiveness Committee (PIE)

CJCA representative

ASCC representative

B. Assignments to which a certificated staff member may be appointed by the Academic Senate.

All College Council

Artist Lecture Series Committee

Audio Visual Committee

Bookstore Advisory Committee

Certificated Employee Complaint Committee

Class Related Programs and Activities Committee (CRPA)

Curriculum Committee

Food Services Committee

Graduation Committee

Health Services Committee

Library Committee

Parking Committee

Petitions Committee

Faculty Forum Editors

President's Cabinet

Publication Committee

Scholarship and Loan Committee

Special Students Advisory Committee

Vocational Education Committee

C. Assignments to which a certificated staff member may be appointed by the administration.

Alpha Eta Rho

Alpha Gamma Sigma

Art Gallery

Aquatics Club

Basketball Club

Bowling Club

CAHPER, Student

Campus Crusade for Christ

Chess Club

Christian Science

Circle K

College Bowl

Chrysalis

Dances & Concerts

Division Chairmen

Ecology Club

Flying Team

Football Club

Forensics

French Club

Future Secretaries Association

German Club

Geology

Health Career Services

Home Meets (Supervision and Management)

House Advisors and Assistants

International Students Club

Intramurals

Latter Day Saints

Libertarian Club

Maranatha

MECHA

Medical Assistants Club

Model United Nations

Modern Dance Club

Operation Wheels Club

Oral History Club

Performing Arts

Phi Beta Lambda

Philosophy Club

Posters and Publicity

Press Club and Publication

Psychology Club

Recruiting for Athletics (All coaches)

Road and Field Club

Sailing Club

Ski Club

Southern California Conference Due Process

Special Events Supervision

Stewardess-Hostess

Student Nursing Association of California

Student Teachers Association

Veterans Club

Vocational Nurses Club

Voice of Cypress College

Volleyball Club

Wilderness Travel Club

Women's Team Sports

Women's Outreach

Wrestling Club

Young Democrats

Young Republican

V. STUDENT PERSONNEL

A. STUDENT ABSENCES

1. Absences, Authorized

A student who must miss one or more classes because of a field trip or other authorized activity, such as athletics or music groups, will be issued an Authorized Absence Excuse (available in the office of Administrative Dean, SPS) by instructor under whose supervision the activity will occur. The student shall have this excuse signed by the instructors of the classes he will miss before the absence occurs. It is recommended that these transactions be carried out at least two days before the activity. The signed excuse must be presented to the instructor in charge of the activity, and he shall file it with the Admissions Office upon the conclusion of the activity.

2. Absences, Illness

When a student returns to class after being absent because of an illness which was not communicable, he should verify such absence orally and directly with his teachers.

If the absence was due to a contagious disease, day students shall clear through the Health Center before being readmitted to class. Extended Day students shall have a clearance from their personal physician or from the Health Center.

All work missed because of illness must be made up, provided the work is of such nature that it can be made up; otherwise, the student will be subject to grade penalties.

3. Excessive Absences

A student should be notified if his attendance record is endangering his chances of passing the course. Once it is clear that a student has accumulated more hours of unexcused absences in any class than the number of hours the class meets per week, the instructor may file a Non or Poor Attendance Drop Request.

B. CHANGES OF PROGRAM

1. Addition of New Classes

a) A student may request new class additions to his program by directly petitioning the instructor of the class he is interested in taking. The instructor will be responsible for checking prerequisites and will provide the successful petitioner with a class ticket.

b) A student may NOT petition to add a new class until the second meeting of the class or the last day of the first week of classes, whichever comes first.

c) A student must petition to add a new class by the end of the third meeting of the class or by the end of the second week of the class, whichever comes first.

C. CLASS TRANSFERS

1. A student may, at any time during the semester, change from one section to another with the same instructor provided the instructor and the student's counselor both approve.

2. A student may transfer to a class at the same or different level in the same subject area at anytime during the semester, provided both instructors and the student's counselor approve.

D. WITHDRAWALS

Any student who does not attend the first two meetings of a class at the beginning of the semester shall be dropped by the instructor and his place given to another student unless prior arrangements have been made with the instructor.

1. WITHDRAWAL FROM COLLEGE

If it becomes necessary for a student to withdraw from college during the first fifteen weeks of a semester, he should apply at once in the Admissions and Records Office for a "Withdrawal Petition." The student should complete the form by securing the required signatures and return it immediately to the Admissions and Records Office. After the fifteenth week of a semester the student should apply directly to his instructors if he wishes to withdraw from college. The instructor will then give the student a grade of "W" on the grade data sheet, thereby completing the student's withdrawal from the class.

Students withdrawing from the college will be given a grade of "W" without credit in all courses being taken at the time of withdrawal.

2. WITHDRAWAL FROM CLASS

Students may withdraw from a class at any time during the semester with a grade of "W" and no credit. To accomplish this during the first fifteen weeks of a semester a student must file a "Program Change Petition" with the Admissions and Records Office. After the fifteenth week of a semester the student should apply directly to the class instructor if he wishes to withdraw from class. The instructor will then give the student a grade of "W" on the grade data sheet, thereby completing the student's withdrawal from the class. At a student's request and with the approval of his instructor (or the Division Chairman if the instructor is no longer with the college), a "W" grade may replace any earned grade for a previously completed course.

E. ACTIVITY HOUR

Few classes are scheduled on Tuesdays and Thursdays from 11:00 am to 12:00 noon. This activity hour provides an opportunity for club activities to be scheduled at 11:00 am on Tuesdays and for College Hour and Associated Student activities to be held at this time on Thursdays. Advisors to student activities should consider this activity hour to take priority over the other College meetings.

F. PETITIONS COMMITTEE

A Petitions Committee has been appointed by the President of the College to consider individual student petitions requesting reconsideration or waiver of any College rules regarding admission,

dismissal, probation, graduation, etc. The Committee will meet periodically to review and decide upon the said petition submitted by students through the Office of Administrative Dean, Student Personnel Services.

G. COUNSELING AND GUIDANCE

It is our belief that guidance is a service, the purpose of which is to support and facilitate the instructional program. We are also convinced that a guidance program cannot succeed without the cooperation of the teaching staff. Hence, the relationship between counselors and teachers is a matter of particular concern. The following aspects of this relationship deserve mention:

1. The information the Admissions Office and counselors have about students is at the disposal of instructors. Upon request, an instructor may have a copy of the list of admissions test scores and access to other pertinent information.

2. Information from instructors is welcomed. Much is already coming our way in addition to grades and deficiency notices. Other comments, oral or written, are most helpful. If an instructor believes that one of his students is in need of special help, he is urged to bring the matter to the attention of his counselor or the Administrative Dean, Student Personnel Services. Referrals for testing are also welcome, but it is preferred that no commitments be made as to the names or kind of tests to be used. Counselors will discuss with the student the selection of tests, so that he feels he has a voice in what is to be done.

3. While counseling is primarily the counselor's responsibility, instructor participation, within the limits of time and qualifications, is welcome. Because of more frequent contact with him, a student may sometimes find a sympathetic teacher of more help than his counselor. This is fine. It is important that the student receive help; the source of the help is of less importance. However, if a student consults the instructor at considerable length, it will be appreciated if the counselor is informed.

4. Counselors are admonished never to make any comments or take any action which can be construed by a student as critical of, or derogatory to, any member of the teaching staff. The same is expected of teachers with respect to counselors. If an instructor believes that a counselor has made a mistake, he should call the matter to the attention of the counselor or the Supervisor of Counseling. To make the student the bearer of such tidings, or the victim of a difference of opinion, is unfair to him and destructive of his respect for both teacher and counselor.

Each of our counselors is expected to become especially familiar with one or more of the major areas of study offered in the College. He is expected to attend meetings concerned with these areas and otherwise become familiar with the program in these areas.

H. CAREER PLANNING

A Career Planning Center staffed with professional counselors and technicians, and equipped with the very latest in technical aids and materials, is maintained on the piazza level of the Library. Students needing specific assistance in determining career goals can be referred at any time to the Career Planning Center, as well as to their own counselor. The services of the Career Planning Center are available to all citizens of the North Orange County Community College District.

Instructors are encouraged to make suggestions to the Director of the Career Planning Center for materials and services to be provided by the Center.

I. EDUCATIONAL OPPORTUNITIES PROGRAM (EOP)

An Educational Opportunities Program (EOP) has been set up on campus to assist students needing special assistance to get through college. Funded by the local district, the state, and the federal government, the program is designed to recruit, counsel, tutor, and give financial aid to students in need of such assistance.

Operation of the program emanates from the Student Education Development Center (SEDC) located on the second floor of the Library. The SEDC is staffed by a professional director, student tutors and student counselors. Students needing special assistance are urged to contact the SEDC.

J. VETERANS ASSISTANCE

A federally funded program of service to veterans is available. Assistance includes liaison with the VA Office, tutorial assistance, job placement, and career counseling. Veterans needing such assistance should be referred to the Office of Veterans' Affairs on the piazza level of the Library.

K. FINANCIAL AIDS

Finances are often a problem for students attempting to get a college education. The costs of attending a community college can range up to $1800 per academic year, including room and board. To assist students who have financial problems while attending school, the College has developed a Financial Aids program that includes student loans, scholarships, grants, and part-time jobs. Students needing such assistance should make inquiries at the Student Placement/Financial Aids Office.

L. JOB PLACEMENT

A centralized placement office is maintained with responsibilities for assisting students in finding both part-time and career employment. The College believes that it best serves both the student and employer when it endeavors to place its students in jobs related to their major fields of study, and its graduates are offered the opportunity for career placement in any of the areas

for which they have prepared and trained.

Student seeking part-time jobs, either on or off campus, are eligible for assistance through the Placement Office if they are carrying, or have registered for, 6 units or more.

M. PHYSICALLY HANDICAPPED STUDENTS

"Operation Wheels" has been implemented on campus to provide assistance for physically handicapped students. The Roosevelt Center, located on the first floor of the Library building, is a resource room providing a personal liaison between the student and various services, including: direct communication with state and veterans' rehabilitation offices, library research assistance, career counseling, on-campus transportation, priority registration, individual accommodations for test taking, reserved parking, and use of elevators in multistoried buildings.

The campus is free of architectural barriers; all buildings and rooms are accessible to the student in a wheelchair.

To obtain further information or assistance contact Student Personnel Services.

N. DRESS REGULATIONS FOR STUDENTS

Since students should consider college a serious business and a preparation for the world of work, Cypress College students are expected to dress accordingly. Students should dress in good taste and should avoid extremes in campus wear, whether it is considered too informal or too formal. Instructors may submit the names of students who violate these recommendations to the Administrative Dean, Student Personnel Services, or may deny admittance to their classes of any student whose dress is considered inappropriate. Specifically, instructors are expected to exclude anyone from classes who is barefooted or bare-chested.

O. GRADES AND SCHOLARSHIP

The letter system of grading the quality of work done by students may be interpreted as follows:

1. Grades are based upon the quality of work done; that is, upon actual accomplishment in courses offered for credit. The grade-point average (GPA) is computed by dividing all units attempted into all grade-points received. The meaning of each grade and its value in grade-points is as follows:

   "A" - Superior or Excellent (4 Grade Points).
   Honor grade indicating excellence earned as a result of consistently superior examination scores; consistently accurate, and prompt, completion of assignments; ability to deal resourcefully with abstract ideas; superior mastery of pertinent skills; and promise of success in field relating to the subject.

"B" - Better than Average - Good (3 Grade Points).
Honor grade indicating competence earned as a result of high examination scores; accurate and prompt completion of assignments; ability to deal well with abstract ideas; commendable mastery of pertinent skills; and promise of continued success in sequential courses.

"C" - Average - Satisfactory (2 Grade Points).
Standard college grade indicating successful performance earned as a result of satisfactory examination scores; generally accurate and prompt completion of assignments; ability to deal with abstract ideas; average mastery of pertinent skills; and sufficient evidence of ability to warrant entering sequential courses.

"D" - Passing (1 Grade Point).
Substandard grade indicating the meeting of minimum objectives only earned as a result of low examination scores; generally inaccurate, incomplete or late assignments; inadequate grasp of abstract ideas; barely acceptable mastery of pertinent skills; or insufficient evidence of ability to make advisable the enrollment in sequential courses.

"F" - Failing (No Grade Points).
Non-passing grade indicating failure to meet minimum objectives earned as a result of non-passing examination scores; inaccurate, incomplete or late assignments; failure to cope with abstract ideas; inadequate mastery of pertinent skills; or repeated absence from class.

"I" - Incomplete (No Grade Points, No Units Attempted, No Unit Grade Completed).
Unfinished work, otherwise passing, indicating that an important assignment, such as a term paper, final examination or experiment is missing (for illness or other sufficient reason) but can be submitted to complete the course. An incomplete grade may not be assigned as a withdrawal grade, nor is it used if the student has completed all course requirements.

"W" - Withdrawal (No Grade Points, No Units Attempted, No Unit Grade Completed).
A "W" is a grade indicating the student has withdrawn from college or dropped from class. The grade indicates that the course has been cancelled from the student's program of study without credit and is not included in the grade-point-average computation.

"CR" - Credit (No Grade Points, No Units Attempted).
"Credit" means that credit has been earned for the course although there are no grade-points and the grade is not used computing grade-point average, but is interpreted as a "C" or better.

"NCR" - No Credit (No Grade Points, No Units Attempted, No Units Completed).
A "No Credit" means that neither units nor grade-points have been earned.

2. Credit-no credit grading. See the Catalog, page 13, for conditions governing credit-no credit grading and a listing of courses offered on a credit-no credit basis.

3. The basic purpose of a Credit by Examination is to allow credit for the prior or advanced knowledge of class material by the student. The student is thus not required to register for and attend an entire semester's class for which he already has comprehensive knowledge. Instead, the student may elect to enroll in more advanced or elective courses. In short, this system is to encourage more meaningful and expanded educational experiences for the student. See the catalog, page 16, for conditions governing credit by examination and a listing of courses that may be challenged.

4. Cypress College expects every student to make satisfactory progress in each course attempted. Failure to do so cannot be excused on the basis of outside jobs, other activities, or even illness of the student. Although all students are expected to maintain the highest scholastic standard of which they are capable, the College interprets a grade of "C" as representing acceptable scholarship. To remain in good standing, and to be eligible for graduation, a student must have a cumulative grade-point average of not less than 2.00 (C) based on the 4-point scale.

5. The names of students earning a grade-point average of 3.75, or higher, in twelve or more units, will appear each semester on the President's Honor List. Those receiving a grade-point average between 3.0 and 3.74 will appear each semester on the Dean's Honor List. Students who qualify may also be honored by election to Alpha Gamma Sigma, the community college honor society. Teachers should encourage students to apply for Alpha Gamma Sigma. Qualifications are described on page 18 of the catalog.

P. SPEAKER POLICY

1. Policy and Procedures

a) Speakers from off campus may be invited to speak on campus by a member of the faculty, by faculty organizations, by a department or division, or by a recognized student group.

b) A member of the faculty who wishes to invite a speaker to appear before his classes shall confer with his professional colleagues and with the Administrative Dean, Instruction, or

his designate, before extending an invitation to an off-campus speaker. At all times, speakers who appear on campus should have competencies and experiences which make their appearances educationally valuable and which could not be duplicated in any other way.

c) Faculty organizations which invite speakers to address them on campus shall confer with the President of the College, or his designate, before extending invitations to off-campus speakers.

d) Student groups which invite speakers to address them on campus shall confer with their faculty advisor and with the Administrative Dean, Student Personnel Services, before extending invitations to off-campus speakers.

e) In the case of speakers appearing before student groups, the President of the College, or his designate, may require any or all of the following conditions:

1) that the speaker be approved by the President's Cabinet;

2) that a specified faculty member serve as chairman of the meeting;

3) that time be provided for questions directed to the speaker by his audience; and

4) that student groups maintain a balanced speaker program so as to assure equal presentation of any conflicting points of view within the political, philosophical, religious, educational or social framework of the sponsoring group.

f) An off-campus speaker's presence, acts, or presentation on campus shall not violate any of the provisions of the State Education Code.

g) An off-campus speaker's presence and presentation shall not be in conflict with the approved use of College facilities as established by the Board of Trustees.

h) Either the off-campus speaker or the person who introduces him to his audience shall make clear that the speaker does not represent the College, that the speaker is not sponsored by the College, and that the speaker speaks only for himself or, in a few instances, perhaps, for an association or group.

i) An off-campus speaker's appearance on campus always presumes the availability of facilities and the noninterruption of the College's regular educational program.

j) All speakers who receive invitations to speak on campus shall receive a copy of this Speaker Policy.

k) The President of the College shall be responsible for establishing, when needed, more detailed procedures for carrying out the above philosophy and policy.

l) Speakers shall be expected to comply with Section 415.5 of the Penal Code and all other applicable state and federal laws.

Q. RECORDS AND REPORTS

The class roll book is the definitive repository of all attendance and scholarship records. Its attendance records are the basis for determining the amount of state aid to which Cypress College is entitled. Its scholastic records are the final authority in all questions of student academic performance. Consequently these records must be kept systematically, conscientiously and intelligibly; and they must be clear, not only to the teacher who enters them, but to anyone who has occasion to inspect them. Instructions for keeping class records and for making reports are carried at the front of the class record book.

R. STUDENT PUBLICATIONS

All student publications eligible for distribution on campus shall be first authorized by the Administrative Dean, Student Personnel Services, and shall be assigned an official faculty advisor. All student publications are expected to reflect good taste, be written and edited by students of the College, and conform to editorial policies established by the College that include authority of the faculty advisor and the President of the College to exercise the right of review when deemed necessary. Further procedures for the distribution of both student and other publications are included in the Administrative Guide. The procedures must be observed by all concerned.

1. Student Newspaper

The Hoofbeat is published by the College journalism class. Members of the faculty and students are invited to submit opinions to the editorial staff. The student newspaper will be circulated free to students and the faculty.

2. Student Yearbook

The student yearbook, View, is published by the College Yearbook staff.

S. CAMPUS DISTURBANCES

The following laws and regulations apply to campus disturbances:

1. Education Code

Education Code, Section 10602: Continued wilful disobedience, open and persistent defiance, habitual profanity or vulgarity upon school premises, constitute good cause for suspension or expulsion from school . . .

Education Code, Section 10605: The governing board of any school district shall suspend or expel pupils for misconduct when other means of correction fail to bring about proper conduct.

Education Code, Section 10605.5: The chief administrative employee at a school shall, prior to the suspension or expulsion of any pupil, notify the appropriate law enforcement authorities of the county or city in which the school is situated, of any acts of the student which may be violative of Section 245 of the Penal Code.

Education Code, Section 10609: All pupils shall comply with the regulations, pursue the required course of study, and submit to the authority of the teachers of the schools.

Education Code, Section 13558.5: Every minor over 16 years of age or adult who is not a pupil of the school, including but not limited to any such minor or adult who is the parent or guardian of a pupil of the school, who comes upon any school ground or into any schoolhouse and there wilfully interferes with the discipline, good order, lawful conduct or administration of any school class or activity of the school, with the intent to disrupt, obstruct, or to inflict damage to property or bodily injury upon any person, is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars ($50) nor more than five hundred dollars ($500), or by imprisonment in the county jail for not more than six months, or both.

Education Code, Section 13560: Any parent, guardian, or other person who insults or abuses any teacher in the presence of other school personnel or pupils and at a place which is on school premises or public sidewalks, streets, or other public ways adjacent to school premises or at some other place if the teacher is required to be at such other place in connection with assigned school activities is guilty of a misdemeanor, and is punishable by a fine of not less than fifty dollars ($50) nor exceeding five hundred dollars ($500).

Education Code, Section 16701: Any person who wilfully disturbs any public school meeting is guilty of a misdemeanor, and punishable by a fine of not less than ten dollars ($10) nor more than one hundred dollars ($100).

2. Penal Code

Penal Code, Sections 69 and 148 - Resisting arrest and interfering with a school official or officer of the law or fireman in carrying out his duties:

69. Resisting executive officers: Punishment:
Every person who attempts by means of any threat or violence, to deter or prevent an executive officer from performing any duty imposed upon such officer by law, or who knowingly resists, by the use of force or violence, such officer, in the performance of his duty, is punishable by a fine not exceeding five thousand dollars, or by imprisonment in the state prison not exceeding five years or in a county jail not exceeding one year, or by both such fine and imprisonment.

148. Resisting public officers in the discharge of their duties: Penalty. Every person who wilfully resists, delays, or obstructs any public officer, in the discharge or attempt to discharge any duty of his office, when no other punishment is prescribed, is punishable by a fine not exceeding one thousand dollars, or by imprisonment in a county jail not exceeding one year, or by both such fine and imprisonment.

Penal Code 245: Assault with a deadly weapon:
Every person who commits an assault upon the person of another using a deadly weapon or instrument or by any means of force likely to produce great bodily injury.

Penal Code, Section 403 - Breaking up a lawful assembly.

Disturbance of assembly or meeting other than religious or political. Every person who, without authority of law, wilfully disturbs or breaks up any assembly or meeting, not unlawful in its character, other than such as is mentioned in Section 302 of the Penal Code and Section 5004 of the Elections Code, is guilty of a misdemeanor.

Penal Code 302 and Elections Code 5004 extend the same rules to religious and political meetings.

Penal Code, Section 406 and 408 - Rout or inciting to riot.

"Rout" defined. Whenever two or more persons, assembled and acting together, make any attempt or advance toward the commission of an act which would be a riot if actually committed, such assembly is a rout.

Penal Code, Section 407 - 408 - Unlawful Assembly.

407. "Unlawful assembly" defined. Whenever two or more persons assemble together to do an unlawful act, and separate without doing or advancing toward it, or do a lawful act in a violent, boisterous, or tumultuous manner, such assembly is an unlawful assembly.

408. Punishment of rout and unlawful assembly.
Every person who participates in any rout or unlawful assembly is guilty of misdemeanor.

Penal Code, Section 409 - Refusal to disperse from unlawful assembly.

Every person remaining present at the place of any riot, rout, or unlawful assembly, after the same has been lawfully warned to disperse, except public officers and persons assisting them in attempting to disperse the same, is guilty of a misdemeanor.

Penal Code, Section 415 - Disturbing of the peace, using of profane language, or displaying signs carrying such language.

Every person who maliciously and wilfully disturbs the peace or quiet of any neighborhood or person, by loud or unusual noise, or by tumultuous or offensive conduct, or threatening, traducing, quarreling, challenging to fight, or fighting, or who on the public streets of any unincorporated town, or upon the public highways in such unincorporated town, run any horse-race, either for a wager or for amusement, or fire any gun or pistol in such unincorporated town, or use any vulgar, profane, or indecent language within the presence or hearing of women or children, in a loud and boisterous manner, is guilty of a misdemeanor, and upon conviction by any court of competent jurisdiction shall be punished by fine not exceeding two hundred dollars, or by imprisonment in the county jail for not more than ninety days, or by both fine and imprisonment, or either, at the discretion of the court.

Penal Code 602.9 - Disruptive presence at schools.

Any person who comes into any school building or upon any school ground, or street, sidewalk, or public way adjacent thereto, without lawful business thereon, and whose presence or acts interfere with the peaceful conduct of the activities of such school or disrupt the school or its pupils or school activities, and who remains there, after being asked to leave by the chief administrative official of that school or any designated agent of the chief administrative official who possesses a standard supervision credential or a standard administration credential or who carries out the same functions as a person who possesses such a credential, or in the absence of the chief administrative official, the person acting as the chief administrative official, is guilty of a misdemeanor.

The term "School" as used in this section means any elementary school, junior high school, senior high school, or junior college.

The term "lawful business" as used in this section means a reason for being present upon school property which is not otherwise prohibited by statute, by ordinance, or by any regulation adopted pursuant to statute or ordinance.

3. Military and Veterans Codes

Military and Veterans Code, Section 614(d) - Misuse of the flag.

A person is guilty of a misdemeanor who publicly mutilates, defaces, defiles, or tramples on any such flag.

Military and Veterans Code, Section 616 - Display of emblem of opposition to organized government.

Any person who displays a red flag, banner, or badge or any flag, badge, banner, or device of any color or form whatever in any public place or in any meeting place or public assembly, or from or on any house, building, or window as a sign, symbol, or emblem of forceful or violent opposition to organized government or as an invitation or stimulus to anarchistic action or as aid to propaganda that advocates by force or violence the overthrow of government is guilty of a felony.

VI. PROCEDURAL INFORMATION

A. FACULTY

1. Faculty Duty Hours

A yearly teaching load for an instructor at Cypress College consists of weighted classroom loads of 30 to 32 teaching units. If the total load for any faculty member for the fall and spring semesters in any school year exceeds 32 teaching units, the class or section with the lowest number of contact hours which brings the faculty member under 32 teaching units shall be considered as an overload and, as such, shall be considered as part of the faculty member's extended day assignment.

Upon request of the Office of Instruction, instructors shall submit a list of office hours for publication and posting. A minimum of 25 to 40 hours shall be spent on regularly scheduled classroom activities, consulting with students during posted campus office hours and other duties on campus. (See revised Administrative Guide section on Instruction.)

2. Evaluation of Faculty

The key role of faculty evaluation system lies in the improvement of the instructional program of the College. In addition, the entire curricular program is subject to constant review to determine its relevancy.

All contract instructors will be evaluated at least twice annually and all regular instructors at least once biennially. Evaluations will be conducted by the Division Chairmen; the Administrative Dean, Instruction; the Associate Dean, Instruction; and the President. A conference will be held following each observation, and all evaluation records will be available for review.

For further details concerning evaluation policy and procedures, see the District Chancellor's Administrative Guide, and consult the guidelines set down by Professional and Instructional Effectiveness Evaluation Committee.

3. Academic Due Process for Certificated Employees

a. Academic Due Process Basic Policy

Certificated employees have rights and duties which derive from their status as a member of the college, as a colleague in the academic profession, and as a citizen of the community. "Academic Due Process" is a systematic procedure designed to resolve issues arising from action taken by the North Orange County Community College District, and its representatives (hereinafter referred to as the "employer") which the certificated employee believes to have an adverse effect with respect to his

rights as stipulated by state and federal law, the terms and conditions of his employment contract, and the employer's policies. Therefore, any complaint which the certificated employee may have with respect to the employer's action that is believed to unjustly or adversely affect such rights, shall be adjusted according to the Complaint Procedure below.

b. Complaint Procedure

All complaints must be processed within a reasonable period of time in the sequence of steps stated below:

1) First Step: Informal Discussion

a) The employee shall first attempt to resolve his complaint by informal discussion with the employer's representative directly involved in the matter.

b) There is no responsibility on the employer to make an adjustment of the complaint unless it is presented within a reasonable period of time after the occurrence of the acts or omissions of the employer which are the basis of the complaint.

2) Second Step: Complaint Hearing

a) If the complaint is not settled satisfactorily at the First Step, the complainant may directly, or through his designated representative, present his complaint in writing to the Certificated Employee Complaint Hearing Committee (hereinafter referred to as the "Hearing Committee"). Such written presentation must be stated on a Complaint Form to be furnished by the employer, copy of which appears in Appendix A.

b) The Academic Senate shall establish each fiscal year a Certificated Employee Complaint Hearing Committee. The members of the Hearing Committee shall consist of three members of the nonadministrative certificated staff. The three members of the Hearing Committee shall be appointed by the President of the Academic Senate subject to the ratification by the majority of the Senators present and voting for such ratification. In the event the hearing involved a complaint initiated by an administrative employee, the President of the Academic Senate shall appoint another administrative employee to act as a member of the Hearing Committee in place of a permanent member, such permanent member's displacement being determined by lot.

c) Upon conducting a hearing on the complaint, the Hearing Committee shall submit its written findings of fact and recommended disposition of the complaint to the President of the College, the President of the Academic Senate, and the complainant.

d) Within ten (10) calendar days from the date of receipt of the findings and recommendations of the Hearing Committee, the President of the College shall accept or reject the committee recommendations by submitting his written disposition with a statement of his position to the complainant, the Academic Senate, and the Chancellor.

3) Third Step: Complaint Appeal To Chancellor

a) If the complaint is not settled satisfactorily at the Second Step, the complainant may directly, or through his designated representative, present an appeal in writing to the Chancellor. Such written presentation must be stated on a Complaint Appeal Form to be furnished by the employer, a copy of which appears in Appendix B.

b) Upon completing a review of the records and/or consulting with the complainant and/or conducting a hearing on the matter, the Chancellor shall make a written disposition of the Complaint Appeal. Copies of the Chancellor's disposition of the Complaint Appeal shall be returned to the complainant, the Academic Senate, and the President of the College.

c) The parties (Chancellor and complainant) may arrange a conference by mutual consent at any time during the Third Step in an effort to resolve their differences by conciliation.

d) Within ten (10) days from the date of receipt of the Chancellor's written disposition of the Complaint Appeal in the Third Step, the complainant and the Academic Senate (acting through its President or his designee) may request in writing that such complaint be submitted to mediation.

(1) Within thirty (30) calendar days from the date of receipt of the written request for mediation, the parties shall prepare a written submission agreement setting forth the issues in dispute. If the parties cannot agree upon the terms of the submission agreement, each party, at least two days in advance of the mediation

hearing, shall submit to the other a statement of the issues it considers in dispute and the mediator shall determine, at or before the hearing, the issues to be mediated.

(2) If the parties are unable to agree upon a mediator within twenty-four (24) hours after meeting for that purpose, they shall request an appropriate agency to submit a list of five (5) persons from which the mediator shall be chosen. The parties shall each alternately delete the names of two of these five persons and the remaining or fifth person shall act as the mediator.

(3) A mediation hearing shall be held within sixty (60) calendar days following the receipt by the employer of the request for mediation. The conduct and procedures of the mediation hearing shall be determined by the mediator. The compensation of the mediator shall be borne by the employer. Either party shall have the right to have the mediation hearing recorded and transcribed at his own expense.

(4) The recommendation(s) of the mediator shall be submitted to the parties in writing not more than thirty (30) calendar days after the mediation is concluded.

(5) Within fifteen (15) calendar days after receipt of the recommendation(s) of the mediator, the Chancellor shall complete his review of the record and make his final written disposition of the Complaint.

4) Fourth Step: Complaint Appeal To The Board of Trustees

a) Within ten (10) calendar days from the date of receipt of the Chancellor's final written disposition of the Complaint Appeal in the Third Step (see paragraph d-5 above), the Complainant and the Academic Senate (acting through its President or his designee) may request in writing that the recommendations of the mediator and the final disposition of the Chancellor be submitted to the Board of Trustees for their disposition. Such written presentation must be stated on a Complaint Appeal Form to be furnished by the employer, a copy of which appears in Appendix C.

b) Within sixty (60) calendar days from the date of receipt of the Complaint Appeal to the Board of Trustees, the Board shall complete its review of the record and make a final written disposition of the Complaint.

CYPRESS COLLEGE

COMPLAINT FORM

Name of Complainant: _____

Name of the employer's representative with whom you have attemtped to resolve this complaint: _____ Date: _____

NATURE OF COMPLAINT (Statement of facts giving rise to this complaint):

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

REMEDY OR CORRECTION REQUESTED: _____

_____

Signature of Complainant: _____ Date: _____

Complaint Form received by: _____ Date: _____
(Hearing Committee)

Distribution: Original - Certificated Employees' Complaint Hearing Committee
Copy - College President
- Complainant

North Orange County Community College District
kn
11-1-71

CYPRESS COLLEGE

COMPLAINT APPEAL FORM

Name of Complainant: _____

REASONS FOR COMPLAINT APPEAL (Summary of facts and statement of reasons for appealing the disposition of the complaint by the College President and the Certificated Employees' Hearing Committee): _____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

_____

REMEDY OR CORRECTION REQUESTED: _____

_____

_____

Signature of the Complainant: _____ Date: _____

Complaint Appeal Form received by: _____ Date: _____
(College President)

Distribution: Original - Chancellor
Copy - Board of Trustees
- College President
- Academic Senate President
- Complainant

North Orange County Community College District
kn
11-1-71

CYPRESS COLLEGE

COMPLAINT APPEAL FORM

Name of Complainant: _____

REASONS FOR COMPLAINT APPEAL: _____

_____

_____

_____

CHANCELLOR'S FINAL WRITTEN DISPOSITION OF THE COMPLAINT: _____

_____

_____

_____

_____

RECOMMENDATION(S) OF MEDIATOR: _____

_____

_____

_____

REMEDY OR CORRECTION REQUESTED: _____

_____

_____

Signature of the Complainant: _____ Date: _____

Complaint Appeal Form received by: _____ Date: _____
(Chancellor)

Distribution: Original - Chancellor
Copy - Board of Trustees
- College President
- Academic Senate President
- Complainant

North Orange County Community College District
kn
11-1-71

4. Sabbatical Leave Policy

a. Definition

A sabbatical leave of absence is a privilege accorded to qualified certificated employees for the purpose of improving instruction, as provided for in the Education Code Sections 13457-13463 as a "leave of absence for not to exceed one year for the purpose of permitting study or travel by the employee which will benefit the schools and pupils of the district." A "leave of absence" per se is to be construed to mean absence from the District without pay under provisions of the Administrative Guide of the District.

b. Eligibility

Any permanent certificated employee is eligible to apply for sabbatical leave. He or she must have been an employee of the District for not less than six consectuive years. A sabbatical leave of absence shall not be granted for less than one full semester, nor for more than two full consecutive semesters.

c. Number of Leaves Granted Each Year

The number of leaves granted each year shall not exceed 5% of the eligible certificated staff. The Board of Trustees reserves the right to modify this number any year depending on budget requirements and available tax resources.

d. Purposes

1) To engage in professional study or research.
The course work must be planned to achieve some goals which will be of value to the college. Study on a special project or research problem must have the advance approval of the District Chancellor and the Board of Trustees.

2) For travel and observation.
When such application is made for travel and observation, the applicant shall submit a written program and an itinerary for approval, indicating the specific values to be derived by the District and the employee from the proposed travel activities.

e. Compensation

An employee granted a one year sabbatical leave shall receive 50% of the regular salary he would have received if he had continued his regular service. An employee granted a sabbatical leave for one semester shall receive 90% of the regular salary he would have received for that semester. An employee who requests a leave prior to the

beginning of a one semester sabbatical may be granted a leave without pay for the period immediately preceding his sabbatical -- this option is subject to administrative approval. Salary while on leave shall be paid monthly. The fact that an applicant has additional compensation in the form of a public or private grant should in no way prejudice the consideration of his application for a sabbatical leave. Scholarships, fellowships, and assistantships in approved colleges and universities which do not interfere with the program of professional improvement are to be approved by the District Chancellor.

f. Retirement and Salary Advancement

A sabbatical leave shall count toward retirement. The annuity contributions shall be collected in the usual manner. The instructor progresses on the salary schedule in the same manner as he would had he remained in the teaching service of the District.

g. Report on Activities

Each employee on sabbatical leave shall file with his president and the District Chancellor a written report not later than 60 days after his return. The report shall contain data as to the activities of the employee and transcripts of all college and university work completed. Each employee on leave shall include an appraisal of the professional value of the experience gained while on leave and the manner in which the experience or knowledge gained may be used for benefit of the students or community college in which the employee is located.

h. Status

Any employee on sabbatical leave of absence shall be returned to that assignment held at the time the sabbatical leave was granted, provided that conditions have not arisen which would have made it necessary for the Board of Trustees to have changed the employee's assignment had he remained in active service for the same period.

i. Accident or Illness

If the sabbatical program is interrupted because of serious illness or accident, this shall not be considered a failure to fulfill the conditions upon which the leave was granted. It shall not affect the amount of compensation to be paid the employee, provided the Board of Trustees of the District shall have been notified promptly of such accident or illness. (Notification shall be made by registered letter within 15 days of the time of accident or illness unless prevented by extenuating circumstances.)

j. Procedures

Applicants for sabbatical leave shall file a request with the President at any time prior to January 15th of the preceding year. The application will be forwarded with the recommendation of the President to the Division of Educational Services by February 1st. The application shall be reviewed by a subcommittee of the District Professional Growth and Development Committee consisting of the Vice Chancellor and two committee members. Recommendations will be forwarded to the District Professional Growth and Development Committee and then, through the Vice Chancellor, to the District Chancellor and to the Board of Trustees. Criteria for recommending such leaves shall be governed by:

1) The relative merit of reasons for desiring leave.

2) The direct benefit to the District.

3) The reasonable distribution of applicants in the various segments of the District.

4) The number of previous sabbatical leaves granted the applicant.

5) The seniority of service of the district employee.

6) If a spring semester leave and fall semester leave have equal merit, the spring semester leave will be given priority.

(Points 3,4,5 and 6 will apply in addition to 1 and 2 mainly in the case that more applications are received than can be allowed in a particular year.)

The applicant shall be notified no later than the second Board meeting in March of the approval or of the disapproval by the Board of Trustees. Should the employee's plans be changed, the applicant will be expected to conform with the legal provisions on sabbatical leaves set up by the Superintendent of Schools of Orange County. The applicant will furnish the Board of Trustees with an acceptable bond indemnifying the District against loss in the event that the employee fails to render at least two years' service in the District after return from his sabbatical leave.

5. Mini Sabbatical Leave For Administrators

Administrators may take two months mini sabbatical leaves at full pay either in conjunction with or separate from their 22 vacation days. An administrator shall be eligible for a mini sabbatical after six years continuous service to the District. At least four of these years must be in a

full-time administrative position. A year's service as a division chairman shall count as a year toward such a leave.

6. Policy Regarding Property Rights in Materials, Processes, and Devices Prepared and Developed by Teachers.

The following policy was adopted by the Board of Trustees of the North Orange County Community College District in the regular meeting held December 17, 1968.

WHEREAS, the Board of Trustees of the North Orange County Community College District and the officers in the several administrative subdivisions of the district (all hereinafter referred to as "the district") desire to encourage research, innovation, experimentation, invention, and development of information and knowledge on the part of each and every member of its faculty (hereinafter referred to as "the teacher"); and

WHEREAS, the district recognizes that the teacher has the right to benefit monetarily from the product of his time, talent and mental and physical efforts; and

WHEREAS, the district realizes that the teacher, while performing his regular teaching duties for which he is contractually compensated by the district, may concurrently, and without detracting from the performance of his teaching duties, be forming in his mind ideas, concepts and intellectual production which the teacher may independently translate into writings, lectures, teaching aids, materials, processes and devices (all hereinafter referred to as "Materials"); and

WHEREAS, the district recognizes that the teacher may not be encouraged to engage in such constructive efforts if his property rights to the results, and the right to realize the usual compensation from same, are threatened; and

WHEREAS, the district asserts that, if it expressly hires any individual, teacher or otherwise, to prepare materials in its own behalf, rather than to teach in the broad professional sense, then the district is entitled to the property right in the materials resulting from such express employment contract and to receive compensation for same;

THEREFORE, the Board of Trustees of the North Orange County Community College District adopts the following policy on behalf of the district with respect to property rights in materials developed by the teacher;

a. In the absence of a separate, express and mutually acceptable contract to the contrary, the teacher shall have the exclusive property right to all materials which are the product of his mind, time and talent, including

the right to all royalties from the sale thereof, and the district waives any right it might have therein; provided however that in such cases the teacher shall reimburse the district for any property owned by the district and physically incorporated in such materials, and provided further that the materials are not otherwise in the public domain.

b. Subject to the provisions of Paragraph c below, the district grants to the teacher the same right to have considered and adopted for required use the materials which he has developed, as the district grants with respect to materials developed by others. Materials developed by any member of the faculty which the student is required to purchase shall be adopted through the regular procedure prescribed by the district.

c. In the event that the teacher undertakes to develop or prepare materials on behalf of the district, either in lieu of, or in addition to his regular teaching duties, the property right in and to such materials shall vest in the teacher, as a part of the compensation for such assignment, unless there shall first have been a separate and mutually negotiated contract specifying the work to be performed, the compensation therefor, and the dispositions of the property right in and to such materials, including the right of any royalties which may accrue therefrom.

d. The district will neither recognize nor honor the claim of any teacher to revenue from the district under an implied contract based upon the use of any materials developed by the teacher and used by him within the district.

e. It is hereby declared that the district will not alter this policy without prior consultations with the Faculty Senates of the District.

f. Nothing in this policy should be construed as endangering preexisting property rights of third paries, that are binding on the District, in materials developed by teachers.

7. Conference Attendance - Professional

When professional con erences of significant importance are held within the state, an instructor representing the subject area may attend on recommendation of the Division Chairman. The recommendation should be made to the Administrative Dean, Instruction and should indicate that the request is within the division's allocated funds for conference attendance and that provision has been made to continue the instructor's classes during his absence. The recommendation, if approved by the Administrative Dean, Instruction, will authorize the attendance without loss of pay and with reimbursement for

those expenses provided it is approved by the Board of Trustees. The Administrative Dean, Instruction will forward the request with his recommendation to the Dean, *Business and Facilities* for processing for Board action. All applications should be processed at least three weeks prior to the date of the conference so that they may be approved by the Board of Trustees prior to the conference. (Administrative Guide, Section F-I-11)

8. In-Service Education

Members of the staff are encouraged to take advantage of professional conferences (as money is available through the approved budget), district instructional workshops, regular and extension university courses, lectures, etc. The Administrative Dean, Instruction invites suggestions from the staff for such campus activities as convocations, colloquia, symposia, and outside speakers to address the faculty.

9. Faculty Absences

a. In the event of illness, the instructor is to call the Division Chairman (or the Office of the Associate Dean, Instruction, if the Division Chairman cannot be reached) the day before, or at least before 7:30 am of the day of the absence (or 6:30 am for a 7:00 am class). In case of Extended Day absence, the instructor should call the Office of the Assistant Dean, Instruction and Coordinator, Adult Education.

b. The following information will then be related to the appropriate parties:

1) Whether the instructor desires a substitute.

2) How long the instructor will be absent. Notice should be given by 3:00 pm if the instructor plans to return the next day; otherwise, the substitute will be retained and it will be assumed that the instructor will be absent for another day.

c. In the event of personal necessity leaves, the instructor should contact the Administrative Dean, Instruction directly. Copies of the related policies will be available in the Office of the Administrative Dean, Instruction.

d. Absences from school for unauthorized personal or business reasons, or absences before the official close of school are subject to full per diem. For complete information, see Administrative Guide.

e. Following an absence, the instructor must complete an absence report and return it to the Office of the Associate Dean, Instruction.

10. Substitute Policy

Instructors may act as substitutes on the Cypress College campus or at Fullerton College during hours other than those in their assigned teaching schedules. Staff members who agree to act as substitutes must accept all of the teaching and routine responsibilities for the class period(s) in which they are substituting. No payment for substitute time will be made unless the substituting instructor actually conducts the class for a minimum of a "class hour". The substitute's regular class(es) may not be combined with an absent instructor's class(es) and be credited for payment.

Compensation will be on an hourly basis, at a rate derived from the Extended Day salary schedule and the teacher's placement on such schedule. After substituting, the instructor should complete a substitute report and return it to the Office of the Associate Dean, Instruction.

11. Extended Day Assignments

Extended day assignments for part-time staff shall not be more than 60 per cent of a teaching contract. Regular staff shall be limited to two evenings a week, not to exceed two classes including Adult Education, in the North Orange County Community College District. One Saturday class will be equated to one evening class assignment. Exceptions must have approval of the President or his designate. Assignment to extended day classes may be a part of regular contractual load when deemed necessary by the College President; in such event, the load limitation for extended day extra assignment shall apply to any load over the instructor's contractual load. No overload shall be assigned which will impair the effectiveness of the instructor in either the day or extended day programs.

12. Saturday Classes

Classes which meet on Saturday only or on more than one day of the week including Saturday, if taught by faculty members currently under a full-time contract, shall be taught under extended day contracts; and as such, shall be considered as a completely voluntary assignment. If it is desirable to assign a class which meets on Saturday only or on more than one day of the week including Saturday, as part of a regular contract, such assignment shall also be on a voluntary basis. Further, any instructor volunteering for such an assignment shall have all his regularly assigned duty hours scheduled in the five day period from Tuesday through Saturday.

13. Summer School Assignments

Summer school assignments shall not exceed two classes or the maximum number of weekly contact hours permitted for the combination of regular day and extended day assignments during the regular fall or spring semesters. Exceptions must have the approval of the President or his designate. The Division Chairmen shall make every effort to assign summer school on a rotation basis.

14. Policies for the Selection of Division Chairmen

The College President shall appoint Division Chairmen in such a manner that will maintain the District affirmative action policy. Appointments are subject to Board review and confirmation. For specific procedures see white manual of Policies, Procedures and Regulations.

B. INSTRUCTION

1. Advisory Committees

In order to maintain a complete understanding of the vocational needs, specifications and conditions in the business and industry of the area, the North Orange County Community College District has established Advisory Committees for each of the vocational programs offered at the Colleges. These committees are composed of leaders in the particular field of business and/or industry and through their collective expertise the Colleges maintain a close articulation with vocational developments. Currently, Cypress College Advisory Committees consult with District in the following areas:

a. Aeronautics

b. Air Conditioning

c. Automotive Body

d. Automotive Servicing

e. Community Services

f. Geology Technician

g. Instructional Aide

h. Medical Assisting and Medical Secretary

i. Medical Records Technician

j. Nursing

k. Photography

l. Psychiatric Technician

m. Public Works

n. Secretarial and Office Procedures

o. Stewardess-Hostess

Additional advisory groups are developed as a need is indicated and are established through the Office of Instruction with the approval of the President of the College and the District Director of Vocational Education.

2. Curriculum Development

a. Proposals for new courses or changes in existing courses may be received from a wide variety of sources, such as students, faculty, advisory committees, citizens of the community, the administration, and the Board of Trustees.

b. Prior to the development of new courses or programs, consideration must be given as to how these courses fit into the Ten-Year Curriculum Plan established by the division on the Cypress campus and updated each year by said divisions. Upon determination that the course or program falls into the pattern of the Ten-Year Plan then communication with the District Curriculum Coordinating Committee should take place (via campus representatives) to coordinate such development on a District-wide basis and to avoid duplicate effort on the two campuses.

c. Before a new course or a change in a course is brought to the campus Curriculum Committee it is first brought to the attention of the Division Chairman of the division in which the addition or change is to take place.

d. After the desire for a course has been established, and the Division Chairman has agreed that the course should be offered, the instructor who will teach the course must prepare a detailed course outline. This outline is approved by the Division Chairman. The next step is to fill out the "New Course Adoption Request" form.

e. The completed "New Course Adoption Request" form and course outline of the proposed course are submitted to the Administrative Dean, Instruction. At the next Curriculum Committee meeting, the instructor is asked to attend and, with the assistance of the Division Chairman, present the course to the committee. At this time, the course is discussed and is approved as presented, approved with minor changes, not approved, or tabled for later consideration.

f. After a course is approved by the Curriculum Committee, it is then considered by the Administrative Dean, Instruction. With his approval, the "New Course Adoption Request" is forwarded to the President for his consideration. Before the course is added to the curriculum, it must gain approval of the District Curriculum Coordinating Committee, with final approval of the Board of Trustees.

3. Supervision of Students

Students are to be continuously supervised by certificated personnel. Leaving students unattended in campus facilities is considered a violation of security regulations and may be construed as instructor negligence in case of accidents or trouble.

4. Examinations

The evaluation of a student's performance is considered an integral part of instruction. Accordingly, examinations should be utilized frequently, especially in the early weeks of each semester. It is recommended that both the objective and essay types of examinations be given, and students should be expected to perform at the accepted college level. It is important that grades, when subjected to review, be based upon enough evidence in the form of tests, quizzes, or other evaluated work.

All instructors shall be responsible for the composition, administration, and evaluation of all the student's work. The instructor should inform the student regarding the number and type of tests given, the methods of grading and the methods of arriving at final grades. Instructors should remain in the classroom while giving examinations and should assume the responsibility for the integrity of examination responses. Final examinations are required in each course and students must take these examinations at the scheduled time and place. Any deviation from the schedule must have the prior approval of the Administrative Dean, Instruction. Mid-semester or quarter examinations may be given at the discretion of the instructor.

5. Grade Records

It is expected that instructors will keep complete records of all grades received by students in their classes and will record these grades on the grade record sheets provided by the North Orange County Community College District. The maintenance of such complete records is viewed as one of the prime obligations of the instructional staff.

6. Supplementary Instructional Materials

Instructors are encouraged to use supplementary instructional materials which are of educational value. Supplementary reading material, such as books which are to be purchased in the Bookstore, are to be requested through the Division Chairman and approved by the Administrative Dean, Instruction and the President. Students should not be required to purchase supplementary materials.

It is assumed that material which is biased, propagandistic, or contrary to basic and accepted principles of society will be treated as such and will not be used to promote the ideas contained therein.

7. Textbook Selections

a. District Policy and Procedures Regarding Adoption of Textbooks

A textbook is a basic educational tool and is of such importance to the instructors, students, and society that exceptional care needs to be exercised in its selection.

Each textbook shall be selected in harmony with the basic educational philosophy and aims of the District as set forth in the Administrative Guide of the District, in the Faculty Handbook, and in the College Catalog.

Textbook adoptions are for a minimum period of three years, although special circumstances may justify an exception to this requirement.

Request for a new textbook shall be made by the instructors and division concerned only after careful consideration and evaluation of the textbooks available. A request shall be approved in wirting by the majority of instructors who will forward the request through established channels to the Board of Trustees.

Requests for textbook adoptions and copies of the books shall be in the office of the Administrative Dean, Instruction by February 15 for Fall semester adoptions. Except by special arrangement with the Bookstore and the Administrative Dean, Instruction, a textbook adopted in February shall be used in the following Summer Session if the course is offered. Spring semester adoptions will be considered only if unusual circumstances arise, and requests shall be submitted by November 1.

The Bookstore must be notified of anticipated discontinuance in sufficient time to clear the stock of textbooks which will not be used. This discontinuance

information is transmitted to the Bookstore by the Division Chairman at the time of adoption.

Formal approval of textbook discontinuance is given by the Board of Trustees at the time of approval of adoption of the replacement textbook. After the Board of Trustees has acted on requests for discontinuance or adoption of textbooks, word of this action shall be forwarded with the request forms to the President, who in turn will act in accordance with the Board decision.

NOTE: This policy was adopted August 18, 1967.

b. Internal Policy

This policy does not preclude the adoption of multiple textbooks, that is, the use of different textbooks by different instructors in the same course. The use of such multiple adoptions should be held to a minimum. Understanding the instructional and educational benefits of a multi-textbook philosophy, the following policy has been adopted, and in order for multiple adoptions to be considered, the following steps should take place:

1) A division should approve the concept of multiple adoptions by a majority vote of the division.

2) The division, having adopted the concept in principle, should review all proposed textbooks individually.

3) Any textbooks proposed for adoption should have the approval of the majority of the division before they are forwarded to the division chairman, the Associate Dean, Instruction, the Administrative Dean, Instruction and the President of the College for final review and approval.

   a) The proposal of adoption of any textbook shall be accompanied by convincing reasons for its adoption. These reasons shall be stated in writing.

   b) All textbook proposals submitted from a division for the next year should be submitted at the same time so consideration is not only on a first-come-first-served basis.

4) Approval at the campus level consists of review of proposed adoptions by the division, the division chairman, the Administrative Dean, Instruction and the President. Receiving the approval at these levels, the textbook proposal is then sent to the

Office of Educational Services for final review and submission to the Board of Trustees for final Adoption.

5. Any text that fails to secure approval at any of these levels should be returned to the division with reasons attached for its disapproval. Appeal from any of these groups would go through the usual procedures with final appeal to the Board of Trustees.

6. Guidelines: The following guidelines are suggested for division consideration in reviewing textbook proposals:

   a) Where courses are taught by one or two teachers only, they should attempt to agree on a single textbook.

   b) The instructors of courses taught by three to five instructors should attempt to agree on a single textbook or a maximum of two textbooks.

   c) Where more than five instructors teach the same courses, the same philosophy as b would be true and no more than three textbooks should be considered.

8. Field Trips

Field trips are recognized as an important part of the instructional program. Requests for such instructional trips should originate with the individual instructor and then should be submitted to the Division Chairman and the Administrative Dean, Instruction for approval. Transportation is handled by the Business Office. In order to insure sufficient time for this process, requests should be submitted at least three weeks prior to the activity. Field trip requests to attend a play or a film shall include the title of the production.

It is the responsibility of the President of Cypress College, or his designate, to approve or disapprove each field trip requested in connection with an authorized campus function. An overnight field trip shall be approved only when it is determined by the President or his designate, that a trip of shorter duration cannot achieve the accepted educational goals of the requested trip.

It is expected that instructors of the Extended Day program will take field trips only during the evening hours that the class regularly meets. In this manner, students that avail themselves of the opportunities of the evening program due to their work schedule will not be excluded from educationally meaningful field experiences.

Instructors should impress upon their students that conduct on a field trip should approximate that of any college function and that there should be no deviation from these standards. While conducting the field trip, the instructor shall have a first aid kit in his possession, or have one immediately available.

There shall be no instructional trips the week before or during the final examination weeks.

9. Controversial Issues

The District Administrative Guide has defined a "controversial issue" as one in which "there is a significant difference of opinion among a substantial number of citizens regarding the solution to a current problem."

The treatment of a controversial issue should be within the range of the knowledge, interest, maturity, experience and competence of the students. The issue should be current, real, and important to the student and in an area of the instructor's competence. An important key in dealing with controversial issues is objectivity and impartial consideration. All facts, evidence, and aspects of an issue should be presented honestly and sufficient time should be provided to cover all aspects of the issue adequately.

10. Flag Display

United States flags shall be suitably displayed in classrooms, laboratories, and wherever there is an indoor assemblage of students and general public on campus. An outdoor flag shall be raised on the morning of each school day and shall be lowered each evening before sundown. (Education Code 16517-16518) The pledge of allegiance is played over the campus speakers when the flag is raised each day.

Flag Policy - Associated Student Body

a. All predictable requests from students to alter (i.e. half mast, addition of another flag, etc.) the standard flying procedure at Cypress College shall be brought before the A.S. Cabinet for approval at their regularly scheduled meeting.

b. Such predictable requests must be received by the A.S. Secretary two (2) weeks prior to the event.

c. The approval by the Cabinet of such a request may be interpreted as a direct request from the student body.

d. If the request involves flying another flag, that flag must be presented at the time of Cabinet action. The Cabinet can then be assured of judging based on the size, appropriateness, etc., of the flag.

e. Requests occasioned by an emergency or of an unpredictable nature may be considered provided they are received by the Cabinet twenty-four (24) hours before scheduled enactment to allow a special meeting of the Cabinet.

f. After approval is given by the A.S. Cabinet, the request shall go to the President's Cabinet for their consideration.

g. In the event the A.S. Cabinet is unable to meet prior to the scheduled enactment, the request shall be transmitted directly from the A.S. President to the College President for his consideration.

11. CHARGE

A bulletin, the CHARGE, is coordinated and typed by the Office of Student Activities, after which it is duplicated and distributed to all faculty mailboxes and student offices by the Office of Instruction. Faculty or students desiring to submit any item for inclusion in the bulletin, shall type or print the message on the appropriate form which can be found in the Student Activities Office. Before a notice can be considered for the CHARGE, the signature of the person or persons submitting the notice must appear on the form. In the case of a student-submitted notice, a faculty/sponsor signature must also appear. The deadline for items for the Tuesday bulletin is 9:00 am Monday.

The CHARGE is a bulletin containing official College announcements, faculty communications and announcements of the A.S. office and their approved organizations.

The CHARGE is not a vehicle for expressing pro and con sides of controversial issues, but for information regarding the day-to-day operation of the College. The office charged with the responsibility of preparing the bulletin reserves the right to delete any announcement that does not reflect common sense and good taste.

Faculty members are expected to assist in CHARGE communications by posting and calling attention to it in their classrooms or preferably by reading it to 9:00 am classes on Tuesday and Wednesday.

VII. BUSINESS SERVICES

A. ACCIDENTS AND ILLNESS ON CAMPUS

In case of any injury or illness requiring medical attention, notify the Health Center immediately. If no one is available in the Health Center, contact the Administrative Dean, Student Personnel Services. Discretion must be used in determining whether the injured person can be moved to the Health Center or whether the nurse should be called to the scene of the accident. Never send anyone to the Health Center unattended. In the case of an injured student, the parents should be notified as soon as possible.

An accident report should be made on the District form on the date of all accidents, major or minor. If the injury or illness occurs at a time when the college nurse is unavailable, the individual's family doctor should be called or an emergency call placed to the Anaheim Memorial Hospital, 1111 W. La Palma, Anaheim, California -- 774-1450 If possible, these calls should be made through the Office of the Administrative Dean, Student Personnel Services. Nevertheless, in such an emergency a college administrator should be notified immediately. Any certificated staff member has the right and responsibility of administering first aid, if necessary, prior to the arrival of the nurse.

B. BUDGET PREPARATION AND ADMINISTRATION

By approximately October 15 of each school year, the President of the College will make an estimate of student enrollments, day and Extended Day, for the following September and will develop an estimate of certificated and classified personnel needs and other operational expenses for the next school year. The estimate will be made after requests of the Division Chairmen, the Administrative Dean, Instruction, and the Administrative Dean, Student Personnel Services which will have been presented to the President the previous spring.

Instructional budget requests will be developed cooperatively by the Division Chairmen, the Administrative Dean, Instruction, and the Dean, Business and Facilities. The Administrative Dean, Student Personnel Services will handle budget requests in his area after consultation with his staff and with the Dean, Business and Facilities.

The Dean, Business and Facilities will assemble the budget material, see that the requests are within District policies and within the available funds according to information at the time. He will review the entire College budget with the President, the Deans, and others as the need arises. After a consensus has been reached, the Dean, Business and Facilities will submit the campus budget to the College President for approval prior to submission to the Director of Funds and Business Affairs.

After the budget is adopted by the Board of Trustees, the Dean, Business and Facilities will administer and direct it under the supervision of the College President and in accordance with the District policy. The staff will be notified of changes in requests made during the budget preparation and of transfers or other adjustments made after budget adoption. Budget preparation and subsequent purchasing should adhere as closely as possible to calendars issued for these purposes. In general, campus inquiries about budget matters should be directed to the campus Dean, Business and Facilities.

For details of budget procedures refer to Policies, Procedures and Regulations Manual, copy of which is in offices of Division Chairmen and administrators.

C. CIVIL DEFENSE

A Civil Defense Procedure Booklet will be made available to all personnel. It is expected that everyone will become familiar with the procedures, alarm signals, etc., contained therein.

D. FIRE AND OTHER EMERGENCIES

In case of fire or other serious emergencies, call the campus telephone operator and give your name and your extension number. Describe the nature and location of the emergency. Remain in the immediate area of the emergency until the firemen or other personnel arrive.

Headquarters for any emergency will be the President's Office. First aid will be in the Health Center. Certificated and classified personnel will leave all buildings at the evacuation signal. Instructors should take their record books with them and stay with their students during the drill. Fire Alarms-- The warning signals and appropriate evacuation procedures are posted at the door of each classroon and office. All school personnel should be familiar with these directions.

E. HOUSEKEEPING AND SAFETY

It is expected that good housekeeping practices will be followed at all times. A neat and clean classroon or office makes a more attractive environment in which to learn and work; enhances the element of campus safety; and makes for more pleasant staff relations. In addition, good housekeeping practices on the part of all personnel will permit the custodial staff to render more satisfactory service.

F. INSTRUCTOR LIABILITY

(See the Chancellor's Administrative Guide)
The question of teacher liability is one of concern to all staff members. The following material is an attempt to answer a few questions. It does not answer all; so when in doubt, be sure to check with the Administrative Dean, Instruction.

Failure on the part of the school authorities to prevent foreseeable harm is the determining factor. Whether the injury was foreseeable must be established by evidence.

> The District has a liability policy which protects the teacher in case of proof of negligence or defends the teacher where negligence is charged. The Policy covers individuals only when engaged in their duties. Check with the administration on any projects, field trips, etc., that might be questionable. Get facts and witnesses in case of an accident, but do not admit responsibility. Teachers are not covered in the policy, but are personally liable for cases of slander, libel, and malicious acts.

The Education Code imposes on teachers an obligation to prevent misconduct on the part of students, and nonperformance of this obligation by a teacher engages the liability of the school district where the student's injury is shown could have been preventable by supervision.

In transporting students--frequent causes for District liability

1. Incompetency or unfitness of driver
2. Defectively-equipped bus
3. Excessive number of passengers
4. Excessive speed under reduced visibility
5. Hauling of unauthorized passengers

A bus operated only for the convenience of a particular school district is a private carrier and ordinary prudence for the safety of authorized passengers plus compliance with all laws, rules, and regulations pertaining thereto, is all that is required of the district or the bus driver.

Do

1. All accidents occurring involving students in custody of the school--or under the jurisdiction of school authorities--should be reported with a written report made to the Business Office. The report should include a narrative description of accident, including the time, date, witnesses, etc. Use Accident Report Form.

2. Give first aid to all emergency cases, follow standard First Aid (American Red Cross) practices--call nurse, notify doctor. (Failure to render first aid may be considered negligence.)

3. See that each school building, each bus, etc., is provided with first aid kit. Field Trips: The law requires first aid kits on all field trips. Kits are available at College Health Center.

4. Instruct students in proper operation of lab equipment, and shop equipment. Post safety regulations at student stations which require operation of hazardous equipment.

5. In physical education and athletic contests, match students of equal or near equal age, weight, game competence.

6. Require physical examinations. Repeat at least semi-annually on questionable cases.

DON'T

1. Go beyond the limits of emergency treatment, do not diagnose or prescribe.

2. Be too bold in experimenting with new games, exercises, physical activities.

3. Leave any activity unsupervised.

4. Transport students in own car (on unauthorized trips) unless you are ready to be personally liable. (Do not allow students to travel on field trips in other than your own car unless you maintain supervision of the cars enroute and unless you have checked qualifications of the drivers, checked the condition of the cars, and given adequate instructions and cautions.)

5. Make unfavorable comments about students that could be considered slanderous or libelous.

G. INSURANCE AVAILABLE TO FACULTY AND STUDENTS

Group Medical Insurance Plan, Blue Shield and Family Health Plan. For information and application, inquire at the Business Office at the District Education Center.

Group Life Insurance Plan, open to all members of the California Teachers Association. See the faculty insurance representative for information and forms.

Group Life Insurance Plan, open to all members of the California Junior College Faculty Association. See the faculty insurance representative for information and forms.

Group Life Insurance Plan, open to all employees of the college, both certificated and classified, and is available through the California Junior College Association on a group basis. Arrangements for such a plan should be initiated by college personnel.

All students are covered by Student Accident Insurance. This insurance covers students in all school activities, on and off campus, and when directly on the way to and from school. In addition, all students may purchase a medical plan at reasonable rates made available through the college. Students are informed of this program at the time of registration. Details are available from the Administrative Dean, Student Personnel Services.

H. KEY CONTROL

Keys are issued by the Dean, Business and Facilities. Instructors shall sign for all keys received and return them promptly when they are no longer needed or at the close of the school year. Normally keys will be issued only for those facilities to which the instructor must have access as part of his regular teaching assignment. Requests for special keys (those not normally called for in the teaching assignment) shall be in writing and shall be approved by the Division Chairman. At no time should keys leave the possession of the person to whom they are checked out. It is strictly against school policy to lend keys to students or to have duplicate keys made. Security of property cannot be guaranteed or the possibility of personal liability avoided unless these regulations are strictly enforced. Care must be taken not to lose keys, but if a loss does occur, it must be reported at once in writing to the Assistant Chancellor, Division of Physical Plant and Facilities, with a copy to the Dean, Business and Facilities. The report must explain the circumstances of loss of the keys.

I. MAIL DISTRIBUTION

Faculty mail is distributed through boxes in the Faculty Mail Room in the Administration Building, Room AD 6. Each instructor has been assigned a box. Each office is responsible for distribtion of intra-campus mail. Mail Room admission is limited to certificated and classified staff. Students should leave papers or messages with the Business Office. Boxes have also been provided for District mail, F.C. mail, and United States mail. United States mail dealing with school business should be dropped in the "metered mail" box unstamped, for metering at the Education Center. Such letters in quantities should be bundled together with a rubber band and unsealed (with flaps overlapping) for automatic sealing by the postage meter. Mail pickup and distribution are scheduled twice daily, once in the morning and once in the afternoon.

J. PRINTING

All printing requests should be submitted to the Dean, Business and Facilities at least two weeks in advance of the time of expected delivery. Requests are not to be made directly to the Fullerton College Print Shop or the District Production Room. The printing instructors at Fullerton College have been asked to accept no unauthorized request for printing.

Please note that the print shop is operated under a policy of no hourly budget. A charge for labor will be made to the budget of those requesting work if it is performed outside of class hours.

K. PRODUCTION SERVICE

Although ditto machines are provided for staff in the Faculty Lounge and faculty offices, the Instructional Services Center clerical staff provides typing, mimeographing and duplicating services, primarily for faculty members. Faculty should be reminded that ample lead time must be provided for the Production staff. Also, supplies for teachers may be obtained from the Instructional Services Center.

The following priorities shall apply:

1. Faculty requests

2. Instructionally related student requests

3. Non-instructionally related student requests

L. PUBLIC INFORMATION AND UNDERSTANDING

Public schools cannot exist in a democracy without the approval of a majority of the people. Hence, it is imperative that the College meet the educational needs of the people at its level; that those entrusted with the operation of the College keep the people of the District thoroughly informed about their College; and that every person connected with the College remember at all times that people's favorable or unfavorable reactions to him are in large measure transferred to the College, of which he is a part.

Faculty members should work closely with the Public Information Officer in the dissemination of information regarding any aspect of the College.

M. TELEPHONE POLICY

The State Constitution and District policy prohibits charging a personal toll call to a school telephone. Personal toll-free calls may be made from school telephones, but, to avoid interference with school service, such calls should be kept to a minimum. Pay telephones are available on campus for personal use.

All toll calls on school telephones must be recorded on a "Long Distance Call" form. If a toll call is to be placed outside the "714" or "213" areas but within the state of California, prior approval must be secured from the Division Chairman. Toll calls out-of-state must be approved by the President; Administrative Dean, Instruction; Administrative Dean, Student Personnel Services; or Dean, Business and Facilities.

N. TRANSPORTATION IN DISTRICT-OWNED OR FINANCED VEHICLES

All uses of school transportation must be for school business. The use of district-owned cars is scheduled through the office of the Dean, Business and Facilities. Though use of these vehicles is usually on a first-come-first served basis, the campus business office reserves the right to cancel any reservation on the basis of a greater need. Such cancellations, however, are exceptional and will not be made without prior consultation with the person who holds the reservation. District-owned cars may not be used by students unless an employee of the District accompanies them in the car or unless they are an employee of the District and have received authorization.

Mileage is allowed for privately-owned cars used for District approved activities only when approved in advance by the President or his designate. (Board action October 13, 1970) For conference attendance, mileage reimbursement for privately-owned cars will not exceed air fare for the same distance.

Bus transportation is generally available, within the budget, for approved athletic and field trips. Such trips must be requested at least two weeks in advance on a "Request for Special Transportation" form, which may be obtained from the offices of the Division Chairmen or the Administrative Dean, Instruction.

O. TRAVEL AUTHORIZATION AND REIMBURSEMENT

Staff may receive reimbursement for travel, only when such trips have been recommended in advance by the President to the Chancellor and approved by the Board of Trustees. Faculty requests for travel authorization shall be made to the Division Chairmen who will forward it to the Administrative Dean, Instruction. Counselor requests for travel authorization shall be made to the Administrative Dean, Student Personnel Services. All requests shall be forwarded to the President for final approval.

Requests for reimbursement, within the budget, shall be made on the "Travel Expense Account" form, which may be obtained from the Division Chairmen's offices; it will then be forwarded to the office of the Administrative Dean, Instruction (filled out in triplicate with receipts for all expenditures including meals) where it will be given to the Business Office and the President for final approval.

Note: Tips, by County Auditor ruling, are not reimbursable and should not be included in meal costs.

All persons who travel for the District are expected to keep exact records of all expenses for which they expect reimbursement.

P. SERVICE REQUESTS

It is the desire of the District maintenance staff to serve our campus as quickly and efficiently as possible. In order to expedite matters, all service requests should be directed through the Division Chairmen's offices to the campus Business Office. In addition, all emergency matters pertaining to the safety and maintenance of facilities should be reported immediately to the Business Office.

As further aid in maintaining safe and serviced facilities, a "Monthly Safety and Service Check" form is to be completed by all instructors and sent to the Business Office.

Q. USE OF SCHOOL FACILITIES

No school employee shall use the District or school name, facilities, equipment, or their staff position in selling a commercial product or in promoting personal service to gain financial or material advantages.

VIII. INSTRUCTIONAL MATERIALS CENTER

A. LIBRARY SERVICES

The Library serves the faculty, staff, and students by providing a carefully selected collection of books, periodicals, and other materials to implement the instructional program of the College. All library policies and procedures are established in order to give the best possible assistance to our faculty and students.

The Library encourages suggestions and requests for books, periodicals, pamphlets, and audio-visual materials for the improvement of its collection. All materials should be ordered as early as possible. If it is a rush order, please indicate this to the Library when the material is ordered. Since the Library's collection is stronger when it has a variety of titles rather than many copies of the same title, multiple copies are ordered only for demonstrated need. In addition, instructors are encouraged to examine frequently the book collections in their field which are now available in the Library.

Periodical subscriptions can be ordered only on one of the two purchasing calendar dates that are listed each year in the district purchasing calendar. All campus periodical subscriptions are submitted through the Library; this applies even if the subscriptions are for use only by one individual or division. The Library then compiles all of these subscriptions and submits them in an alphabetized list to the District. Periodicals included in indexes such as Reader's Guide have future reference value and consequently, are preferred to those which are not indexed. A charge-back will be made to the individual division's instructional supply budget for those subscriptions that are not being ordered to be housed in the Library. This will be done only after the Division Chairman has authorized the subscription and the charge-back in writing.

Instructors are urged to check library holdings to see if sufficient materials are available before making extensive assignments. The Reference Librarian will be happy to assist in this matter. When approving research topics, consideration should be given to whether or not there are appropriate reference materials available in the college collection. State college and university libraries are understandably reluctant to serve community college students.

If an entire class is going to be in the Library during a regularly scheduled class hour, please make arrangements in advance with one of the librarians. The instructor should accompany the class to the Library.

A library presentation is given in the Introduction to College 40 class, so that all students will increase their knowledge of library resources and procedures.

Faculty may borrow books from other libraries according to the Inter-library Loan Code. Most books can be obtained through this procedure. The Library is happy to do the paper work involved in obtaining these titles. It often takes at least two weeks to obtain books through interlibrary loan.

Faculty are asked to return their books within a reasonable amount of time after borrowing them. Other persons may be waiting to use this material. Students may borrow most books for two weeks. Students may make renewals upon request if the specific titles are not in demand. A major opportunity and responsibility of every instructor is to teach and inspire students to use the Library.

B. The Audio-Visual center is located in the library building. All audio-visual gear is campus gear and not divisional. The Center provides audio-visual material and equipment sources, e.g., catalogs, film ordering services, and long and short term equipment loans. Since frequently more requests are received for certain audio-visual equipment than there are machines to fill the requests, we strongly suggest that one should reserve equipment at least 48 hours prior to use. Last minute requests will be filled only if the machines are not already reserved. The instructors are responsible for picking up, operating, and promptly returning the equipment. The audio-visual clerk has the responsibility of maintaining current lists of the equipment and its location on the campus.

It is necessary to have both the approval of the Dean, Business and Facilities, and the Audio-Visual Coordinator prior to taking equipment off campus for any purpose. Equipment needed for student activities shouid be booked in advance of use by the group's faculty advisor and the name of the student assigned the responsibility for arrangements should be given.

Certain instructional films, filmstrips, and other audio-visual materials are available through the Orange County Audio-Visual Center. Calalogs from other film sources, including District owned films, are on file at the center. All of these must be ordered through the Library. It is desirable to order these as much as a year in advance.

Instructors are notified of confirmed dates and again upon arrival of the film. The films should be picked up in the Audio-Visual Center and returned there by the date indicated on the outside of the film.

IX. POLICIES AND PROCEDURES

A. BUSINESS SERVICES OFFICE

The function of the Business Services Office is the processing of procedures -- not to determine how funds are expended, but to insure that they are within proper budget allocation.

Thus the following procedures are suggested:

1. Purchasing Requisitions; Stores Requisitions (Warehouse); FC Print Shop Form; Request for Forms, NOCCCD Service Requests

Responsibility	Procedure
Requesting Party	Completes correct requisition form and submits it to the division chairman.
Division Chairman	Signs the requisition indicating approval and submits it to the Business Services Office.
Business Services Office	Checks the requests against budget requests and balances. Signs and sends them to the appropriate District office. (The first two forms are also signed by Dr. Scheidt.)

2. Facilities Use

Responsibility	Procedure
Requesting Party	Completes an "Activity and Facilities Request Form" and submits it to his division chairman for approval. A three week lead time is desirable.
Division Chairman	If it is a division activity, the division chairman signs the request form and forwards it to the correct administrator - either the Associate Dean, Student Activities or the Administrative Dean, Instruction. If it is a student activity, the party goes directly to the Activities Office.
Associate Dean, Student Activities- Administrative Dean, Instruction	If it is an approved activity, the form is signed and forwarded to the Business Services Office <u>two weeks prior to the event</u>.
Business Services Office	Signs the form. Reserves facility on master calendar. Contacts those needed to have facility available for event and informs requesting party of their responsibilities for preparing facility. College Hour on Tuesdays and Thursdays are only recorded on the Student Activities Calendar.

3. President's Conference Room

Responsibility	Procedure
Requesting Party	Makes reservation with the President's Secretary

4. Conferences

Responsibility	Procedure
Requesting Party	Completes Professional Activity Request form and submits it to his division chairman.
Division Chairman	Signs the request form and submits it to the Administrative Dean, Instruction. This must be presented to the Board of Trustees for approval, which means that there must be lead time allowed to place this request on the board agenda.
Administrative Dean, Instruction	Signs and submits to the Business Services Office.
Business Services Office	Checks requests against the budget balances, signs, and forwards to the President.
President	Signs and places on board agenda.

5. Instructional Field Trips

Responsibility	Procedure
Requesting Party	Completes "Request for Transportation form" and "Request for Field Trip Authorization form" and submits to division chairman. This should be done three weeks prior to date of event.
Division Chairman	Signs both forms and forwards to Administrative Dean, Instruction.
Administrative Dean, Instruction	Signs and forwards to the Business Services Office.
Business Services Office	Checks cost of transportation against budget balances, signs, and forwards to district business office.

6. Athletic Team Trips

Responsibility	Procedure
Requesting Party	Completes "Request for Transportation" form and submits to Athletic Director.
Athletic Director	Signs and forwards to Business Services Office.
Business Services Office	Checks request against budget balances and forwards to district business office.

7. Audio Visual

Responsibility	Procedure
Requesting Party	Presents written request to the Division Chairman for the purchase of undeveloped films or for any Audio Visual Service for which a fee may be charged. Also arranges with Audio Visual Director for film or service in advance of event or need.
Division Chairman	Signs statement and forwards to Audio Visual Office.
Audio Visual	Approves request and charges cost to division supply budget.

8. Campus Photography/ Artistic Services

Responsibility	Procedure
Requesting Party	Arranges in advance with the instructor providing the services and presents the division chairman with a written request for the service and the estimated cost of materials.
Division Chairman	Signs and forwards to the Business Services Office.
Business Services Office	Checks cost against supply budget and forwards request to the instructor providing the service.
Instructor Providing Service	Regularly sends statement of cost of these materials to the Dean, Business and Facilities, requesting that he backcharge the stated amounts to the designated divisional supply budgets.

9. Bookstore Requisitions

Responsibility	Procedure
Requesting Party	Completes correct requisition form and submits it to division chairman.
Division Chairman	Signs the requisition form and forwards to the Bookstore Manager.

B. PUBLIC INFORMATION OFFICE

1. News Release

The Office of Public Information will release information to the media regarding activities on the Cypress College campus. However, staff members are encouraged to assist reporters working on stories or seeking information when they request such assistance. Whenever staff members feel they are not qualified to give this kind of help, they should direct the reporters to other staff on campus who are qualified to help or to the Office of Public Information.

Someone from the Office of Public Information will be on campus on a regularly scheduled basis throughout the year and will contact all key offices, including those of division chairmen and department heads, to develop these news releases. When staff members have material for news releases or ideas for news releases, they should pass them on to their division chairmen or simply call 871-4030. extension 48, or campus extension 213.

The representative of the Office of Public Information will also take pictures to send out with stories -- when the stories warrant photographic coverage -- as well as pictures for publications and color slides for public presentations.

Stories will be sent out to approximately seven daily newspapers and nine weekly newspapers which serve the area within the District as well as to radio stations.

Daily newspapers like to have at least two days lead time on stories -- except for important spot news -- and they usually send their own reporters onto campus to cover these. Weekly newspapers, however, are published on Wednesday or Thursday only and must have more time to work the story in -- and taking good care of weekly newspapers is extremely important to the College. The weeklies need the stories not later than Monday noon for that week's paper, and this means that the story must be in the mail on the Thursday or Friday of the week before.

In summary: Material for stories should be available as far in advance of the event as possible. If this is not feasible and there are only a few days lead time, the news release should be telephoned to the Office of Public Information and the story will be sent to the daily newspapers only.

2. Publications

The Office of Public Information will be available to give any assistance required in the development of any booklets, brochures, or mailers which are designed for public distribution -- except, of course, those publications developed by students under direction of a faculty advisor.

Each division or area must, of course, budget to cover the charges involved in developing publications. No publication will be printed without the approval of the division or department chairman and Administrative Dean, Instruction or of the appropriate area administrator.

Development of a publication requires, among other things, preliminary copy, final copy, layout, art work and/or photography, and printing.

The Office of Public Information will assume responsibility for any of these phases of development or for the entire project working closely with those involved. However, we strongly suggest that the Office of Public Information always be apprised of planning from its early stages in order to avoid problems in the mechanics of production.

In summary: If a brochure, booklet or mailer is desired, the approval of the division or department chairman or the appropriate administrator of the area should be obtained; verification should be made that funds are available in the budget to cover estimated costs; the representative of the Office of Public Information should be consulted when he is on campus; and a request should be submitted to him for any needed assistance.

Final copy on all publications will be submitted to the division chairman or department head and the Administrative Dean, Instruction, or to the administrator in charge of the area for final approval before printing so that everyone involved will be fully informed.

All staff should be aware that adequate lead time to properly prepare materials for publication is essential. The Office of Public Information will be happy to estimate lead time required and costs involved.

The Office of Public Information will also assist any staff member or campus organization in submitting material to professional magazines, journals, or special publications if requested to do so.

In addition to special publications, the Office of Public Information will assume responsibility for the development and distribution of the Cypress College Community Calendar. The representative of the Office of Public Information will gather this information on campus, but if there are additional items which should be listed, submit them to the division or department chairman or call the Office of Public Information.

All copy for the monthly calendar must be available for the production room not later than the tenth of the month preceding the month in which the event occurs.

The Public Information Office will be responsible for keeping current information on the College Events Sign announcing college activities of general interest and open to the community-at-large. All requests for use of the College Events Sign should be made in writing, to the Secretary, Public Information Office, Cypress College, with specific information to be placed on the sign.

3. Special Services

The Office of Public Information will also assist in the development of special slide presentations designed for public showing. This assistance will include working with those involved in the development of the script and shooting the required color slides.

The Office of Public Information also maintains all college and district mailing lists on data processing tapes and directs the handling of all bulk mailings. Information about best procedures for mailing, existing mailing lists, or assistance in developing additional lists or changing existing lists may be secured by calling the Office of Public Information.

Additional information regarding any of the services and procedures of the Office of Public Information may be obtained by calling 871-4030, extension 48, or campus extension 213.

CYPRESS COLLEGE
Academic Senate
Constitution
Adopted June, 1974

Article I - Name

Section 1. The organization shall be known as the Cypress College Academic Senate, hereinafter referred to as the Academic Senate.

Article II - Reference

Section 1. The Academic Senate operates pursuant to subchapter 2, Title 5, California Administrative Code, a reproduction of which is attached to this Constitution.

Article III - Philosophy

Section 1. The faculty of Cypress College and its Academic Senate exist to form a team with the Administration of the College and its Board of Trustees to actualize a college philosophy which subscribes to the worth and dignity of every individual, the conviction that community colleges occupy a unique position in the general program of higher and terminal education and to the necessity of responding to the needs of the community.

Article IV - Purposes

Section 1. To provide the faculty with a formal effective procedure for participation in the formation of district policies on academic and professional matters.
(Code, 53201)

Section 2. To provide representatives to meet and confer with the administration and the Board of Trustees or their designated representatives with respect to recommendations made or proposed to be made by the Academic Senate.
(Code, 53204)

Section 3. To provide representatives to meet with, or appear before, the Board of Trustees with respect to the views, recommendations or proposals of the Academic Senate at regular or special meetings of the Board.
(Code, 53204)

Section 4. To promote communication and mutual understanding within the teaching faculty.

Section 5. To promote communication and mutual understanding between the teaching faculty and other groups having to do with the welfare and growth of the College.

Article V - Composition

Section 1. Electorate

a. The Electorate (hereinafter referred to as the Faculty) shall be limited to those certified persons who teach full time in the Cypress College or other full time certificated personnel assigned to said college who do not perform any services for the College that require an administrative or supervisory credential. (Code, 53200 (a))

b. Appointment and election to the various committees shall be from among the membership of the Faculty.

Section 2. Organization

a. The Academic Senate shall be composed of sixteen members.

b. There shall be one Senator from each division regardless of the size of the division.

1. The following shall be defined as divisions:

(a) Fine Arts
(b) Physical Education and Athletics
(c) Vocational Technical
(d) Language Arts
(e) Social Science
(f) Business
(g) Science and Math
(h) Counseling, Library, Nurse
(i) Allied Health Science

c. The remaining Senators shall be elected at-large.

Article VI - Powers and Responsibilities

Section 1. The primary function of the Academic Senate is to act as the representative body of the faculty, making recommendations to the administration and the governing board of the school district with respect to academic and professional matters. (Code, 53203)

ARTICLE VIII - Recall

Section 1. At Large Senators

a. Ten percent or twenty members (whichever is smaller) of the certificated staff eligible for election to the Academic Senate may initiate the recall of an at large senator by written petition to the Academic Senate.

b. An at large senator may be recalled by a two-third majority vote of the certificated staff eligible for election to the Academic Senate present at a special meeting called for the purpose of voting on the recall.

c. The vote shall be by secret ballot at a special meeting called within two weeks of the receipt of the petition of recall and at least two school days after formal announcement of the meeting.

Section 2. Subject field representatives shall be recalled in accordance with accepted democratic procedures established by the Academic Senate and approved by the certificated staff eligible for election to the Academic Senate.

ARTICLE IX - Officers

Section 1. The Academic Senate shall choose its President, Vice-President, Treasurer, and Secretary from among the members of the Academic Senate.

Section 2. Election shall be by secret ballot at the first regular general meeting in June. Nominations for each office shall be followed by election before proceeding to the nomination and election of the subsequent office. The order of offices for election shall be vice-president, president, treasurer, secretary.

Section 3. Officers shall assume their responsibilities immediately upon their election. The Vice-President shall conduct the rest of the election immediately upon his election to office.

Section 4. The term of office shall be for one year. No officer shall succeed himself.

Section 5. Duties of the President

a. The President shall appoint a Parliamentarian and supply him with a copy of Robert's Rules of Order.

b. The President shall preside over meetings.

c. The President, in conjunction with the Academic Senate Treasurer shall approve expenditures of funds which shall have been contributed by the faculty.

Section 2. The Academic Senate may assume such responsibilities and perform such functions as may be requested of it by the administration or Board of Trustees. (Code, 53205)

ARTICLE VII - Election

Section 1. All elections for Senators at Large and members of committees responsible to the Senate shall be decided on the basis of a plurality.

Section 2. At Large Senators

a. The Vice President shall solicit nominations from the faculty and then hold an election to determine who shall serve as Senators at Large.

b. At Large Senators shall be elected by secret ballot, with voting limited to those members of the certificated staff eligible for election to the Academic Senate, from the list of nominees by May 1.

c. At Large Senators shall assume their responsibilities at the first regular general meeting in June.

d. At Large Senators shall be elected for two year terms in April of even numbered years.

e. If, at any time, the seat of a Senator at Large is vacated before his term expires, the Vice President shall hold a special nomination and election to replace him.

Section 3. Committee elections and appointments shall take place at the first regular meeting in October. Nominations shall take place at least one week prior to the election.

Section 4. Standing committee elections and appointments shall take place by the first regular meeting in June. Nominations shall take place at least one week prior to the election. This shall become effective in June, 1973.

Section 5. Division Representatives

a. Each division shall be responsible for the election of one representative to the Academic Senate.

b. Division Representatives shall assume their responsibilities at the first regular meeting in June.

c. Division Representatives shall be elected for two year terms in April of odd numbered years.

d. If, any time, the seat of a Division Representative is vacated before his term expires, that division shall be responsible for replacing him.

d. The President or his designate shall, upon invitation, attend the meetings of the College President's Cabinet and of the District Superintendent's Cabinet.

e. The President shall perform other duties as authorized by the Academic Senate.

Section 6. Duties of the Vice-President

a. The Vice-President shall preside over meetings in the absence of the President.

b. The Vice-President shall conduct all elections.

c. The Vice-President shall perform other duties as authorized by the Academic Senate.

Section 7. Duties of the Treasurer

a. The Treasurer shall be responsible for handling all dues of the organization. He shall deposit all dues and keep records of all expenditures of the organization.

b. The Treasurer shall prepare a budget which shall be approved by the Academic Senate. The budget shall be prepared in June.

c. The Treasurer shall handle all memberships in local, state, and national professional organizations when these organizations so request.

d. The Treasurer shall perform other duties as authorized by the Academic Senate.

Section 8. Duties of the Secretary

a. The Secretary shall keep a record of the proceedings of all meetings which shall be distributed to the faculty, to the college administration, and to the Board of Trustees through the District Superintendent's Office.

b. The Secretary shall be responsible for all correspondence.

c. The Secretary shall perform other duties as authorized by the Academic Senate.

Section 9. Duties of Past-President

The immediate past-president of the Senate shall be considered an officer of the Senate. His duties shall be to advise the president of the senate and to serve as a member of the executive committee and of the Senate.

ARTICLE X - Meetings

Section 1.

a. Meetings of the Academic Association shall be held as deemed necessary by a majority of the Academic Senate members or by the President of the Academic Senate.

b. Regular meetings of the Academic Senate shall be held during the first week of each month of the school year unless vacation should prevent. In such a case, the Senate shall meet during the following school week.

c. Special meetings may be called by the President of the Academic Senate, or at the request of any three members of the Senate.

d. All meetings of the Academic Senate shall be open to any member of the faculty and, upon request to the President of the Academic Senate, to any other interested parties.

e. The agenda of the Academic Senate shall be established by its members.

f. Actions of the Academic Senate shall be in the form of motions or resolutions approved by a majority of a quorum of the membership present.

Section 2. Alternates

a. Each Senator is responsible for choosing an alternate for each individual meeting he is unable to attend.

b. At Large Senators may select alternates from the faculty eligible for election to the Academic Senate.

c. Division Representatives must select alternates from the divisions they represent.

d. The President of the Senate shall call for the names of alternates and the Senators they represent at the beginning of each meeting.

e. If, during the course of a meeting, a Senator must be replaced by an alternate, then the Senator must at that time indicate this to the President.

f. An alternate shall assume all of the rights and privileges of a Senator.

Section 3. Procedures

The Academic Senate shall of its own determination concern itself with any or all of the following academic and professional matters and any other matters deemed important to the welfare of the college.

a. Professional Rights and Responsibilities (e.g. academic freedom, ethical standards.)

b. Professional Standards (e.g. credential requirements, professional competence, accreditation.)

c. Professional Personnel Policies (e.g. recruiting, selecting, evaluating, assignment and teaching load, promotion, retention of competent faculty, tenure; selection and retention of administrative personnel; and sabbatical leaves.)

d. Academic Policies (e.g. curriculum, admissions, honors, and degree requirements, retention of students.)

e. Student Personnel Policies (e.g., conduct, discipline, intercollegiate activities.)

f. Education Expenditures (e.g., library, audio-visual, radio-television, instructional facilities, maintenance of instructional and campus facilities.)

g. Institutional Philosophy (e.g., college goals and objectives and relations with community.)

ARTICLE XI - Liaison

Section 1. The President of the Academic Senate shall establish adequate liaison between the Academic Senate and the administration of Cypress College.

Section 2. The President of the Academic Senate shall establish adequate liaison between the Academic Senate, the Community College District, North Orange County administration, and the Board of Trustees.

Section 3. The President of the Academic Senate shall establish adequate liaison between the Academic Senate of Cypress College and the academic senates of all junior colleges of the North Orange County Community College District.

Section 4. The President of the Academic Senate shall establish proper liaison between the Academic Senate and the state and national organizations such as, but not limited to, the AFT, CTA, FACCC, the State Department of Education, the NEA, and the ASCCC.

Section 5. The President of the Academic Senate shall establish proper liaison with all other organizations as directed by the Academic Senate.

ARTICLE XII - Amendments

Section 1. Amendments to this Constitution may be proposed by one-third of the Academic Senate or by ten percent of the certificated staff eligible for election to the Academic Senate, whichever is greater.

Section 2. All proposed amendments shall be submitted in writing to the faculty at least one week prior to voting.

Section 3. Voting shall be by secret ballot.

Section 4. To be ratified, amendments must receive an affirmative vote of at least two-thirds of the faculty members voting and of the Board of Trustees.

ARTICLE XIII - Adoption

Section 1. This Constitution shall go into effect immediately upon approval by a two-thirds vote of the members of the faculty voting and by the Board of Trustees.

Section 2. The Academic Senate shall assume its duties immediately upon election.

BY - LAWS

ARTICLE I - Liaison

Section 1. Representatives to the College President's Cabinet

a. Two representatives to the College President's Cabinet shall be appointed by the Academic Senate from among those members of the certificated staff eligible for election to the Academic Senate, to serve one year terms of office with the right of succession; and the appointments shall be made annually in June.

b. If either duly appointed representative to the President's Cabinet is a member of the Academic Senate, he remains as such and retains all of the rights and privileges of a Senator until his term as Senator expires.

c. If either duly appointed representative to the President's Cabinet is not a member of the Academic Senate, he then becomes a non-voting member of the Academic Senate assuming all of the rights and privileges of a Senator except the rights to make motions, to second motions, and to vote on motions of the Academic Senate.

Section 2. Upon the direction of the Academic Senate, the Secretary shall forward all specific recommendations to the President of the College.

Section 3. If the President of the College approves the specific recommendation, it shall become a regulation of the College and it shall be recorded and published as such. If the President of the College disapproves of the specific recommendations he should notify the Academic Senate of his disapproval and the reasons therefore. If the President of the College defers a decision, he should notify the Academic Senate of his dispensation of the specific recommendation.

Section 4. Receipt of all recommendations from the College administration shall be acknowledged immediately and shall be placed on the agenda of the Academic Senate's regular meeting. All such recommendations shall be responded to within a period of ten days.

Section 5. No member of the college administration shall be a member of the Academic Senate unless specifically invited by direction of the Academic Senate. The rights and privileges of the invited administrator(s) shall be determined by each Academic Senate.

Section 6. With the approval of the Academic Senate the President of the Academic Senate shall invite a member(s) of the College administration to attend the meetings of any committee. The rights and privileges of the administration shall be determined by the Academic Senate.

Section 7. The President of the Academic Senate shall request that a mutually agreeable member of the Academic Senate shall be invited by the Chancellor of the North Orange County Community College District to be a member of the Chancellor's Cabinet. The rights and privileges of said member shall be determined by the District Chancellor.

Section 8. Upon the direction of the Academic Senate, the Secretary shall forward specific recommendations and reasons therefor to the District Chancellor through the Cypress College President.

Section 9. If the District Chancellor approves the specific recommendations, it shall become a regulation of the College and it shall be recorded and published as such. If the District Chancellor disapproves of the specific recommendation, he should notify the Academic Senate of his disapproval and the reasons therefor. If the District Chancellor defers a decision, he should notify the Academic Senate of his disposition of the specific recommendation.

Section 10. Receipt of all recommendations from the District Administration shall be acknowledged immediately and shall be placed on the agenda of the Academic Senate's next regular meeting. All such recommendations shall be responded to within a period of ten days.

Section 11. Upon the direction of the Academic Senate, the President of the Academic Senate shall invite a mutually agreeable member of the District administration to attend the meetings of the Academic Senate. The rights and privileges of the attending administrator shall be determined by the Academic Senate.

Section 12. With the approval of the Academic Senate, the President of the Academic Senate shall invite a member of the District Administration to attend the meetings of any committee. The rights and privileges of the administration shall be determined by the Academic Senate and shall be communicated to the administrator by the committee chairman involved.

Section 13. Upon the direction of the Academic Senate, the Secretary of the Academic Senate shall, after consultation with the Cypress College Administration forward specific recommendations directly to the Chairman of the Board of Trustees of the North Orange County Community College District for presentation to the Board.

Section 14. If the Board approves the specific recommendation, it shall become a regulation of the College, and it shall be recorded and published as such.

Section 15. Upon the direction of the Academic Senate, the President of the Academic Senate shall invite a trustee or trustees to attend the meetings of the Academic Senate or any committee. The rights and privileges of the said trustee or trustees shall be determined by the Academic Senate.

Section 16. If requested to do so by the Board of Trustees, the President of the Academic Senate or his representative shall appear before the Board of Trustees.

Section 17. (OTHER JUNIOR COLLEGES WITHIN THE DISTRICT)
The Secretary of the Academic Senate shall send a copy of the minutes of the Academic Senate and of all general meetings of the Academic Association to the secretaries of all academic senates within the District.

Section 18. All recommendations to the Board of Trustees shall be circulated among all academic senates.

Section 19. The Academic Senate shall appoint a liaison committee to meet with representatives of other academic senates within the District whenever it is deemed advisable.

Section 20. The minutes of the Academic Senate shall be distributed to each member of the full-time faculty and administration of Cypress College.

Section 21. The Academic Senate shall determine the proper methods of liaison between the Academic Association and all other groups as outlined in the Constitution and shall have the responsibility to see that adequate liaison is carried out.

Section 22. ASCCC Representative

a. A Cypress College representative to the Academic Senate for California Community Colleges (ASCCC) shall be elected by secret ballot, with voting limited to those members of the certificated staff eligible for election to the Academic Senate, to serve a three year term of office with the right of succession; and the election shall take place by June 1, 1972, and triennially thereafter.

b. If the duly elected ASCCC representative is a member of the Academic Senate, he remains as such and retains all of the rights and privileges of a Senator until his term as Senator expires.

c. If the duly elected ASCCC representative is not a member of the Academic Senate, he then becomes a non-voting member of the Academic Senate assuming all of the rights and privileges of a Senator except the rights to make motions, and to vote on motions of the Academic Senate.

ARTICLE II - Quorum

A quorum shall consist of a majority of the membership.

ARTICLE III - Rules of Procedure

Matters not specifically covered in the Constitution or By-laws shall be governed by Robert's Rules of Order: Revised.

ARTICLE IV - Additions to the Agenda

After the agenda has been established, any proposed additions must be submitted to the President of the Academic Senate in writing. These may be added to the agenda by a vote of three members of the Academic Senate or ten percent, whichever is greater.

UNIVERSITY OF CALIF.
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